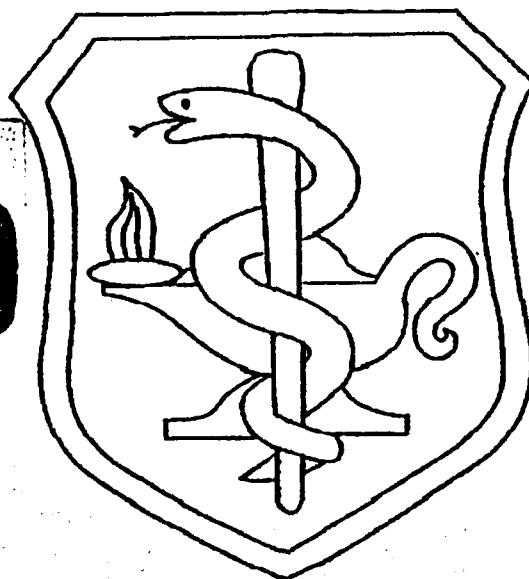


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# TRAINING REQUIREMENTS ANALYSIS 915X0

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MARCH 1992  
VOL. II

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## TASK ANALYSIS VOLUME 2

### INTRODUCTION

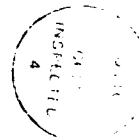
This volume contains task analysis data for AFSC 915X0, Medical Materiel, as part of a training requirements analysis (TRA). Detachment 5, USAF Occupational Measurement Squadron, conducted interviews with highly-qualified personnel to collect the data that is contained in this volume. The 915X0 USAF Job Inventory dated November 1989 provided the initial outline for this task analysis.

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This task analysis will assist in the development of resident and OJT training programs. Copies of this report are available to training and management personnel upon request. Please forward your request for additional copies to: Det 5 USAFOMS, Lowry AFB, CO 80230-5000

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# TASK LISTING

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## TASK ANALYSIS WORKSHEET FORMAT

The rest of this volume contains the task analysis worksheets (TAWs) for AFSC 915X0, Medical Materiel. The following is an explanation of the TAW headings.

1. TASK NUMBER: A sequential number assigned to each TRA task.
2. TASK STATEMENT: A meaningful unit of work. TRA tasks may be the same as Job Inventory (JI) task statements, or may include several closely related tasks from the JI. In some cases, TRA task statements do not correspond to JI tasks. Numbers in parentheses that follow a TRA task statement are equivalent JI task numbers.
3. TASK NOTES: This section is optional and may include abbreviations, cautions, or other notes about the TRA task.
4. TRAINING RECOMMENDATIONS: This section recommends where the task should be trained. Some examples are: upgrade OJT, qualification training, resident training, CDCs, etc.
5. EQUIPMENT, TOOLS, AND SUPPLIES: This section not only lists significant equipment, tools, and supplies required to perform the TRA task, but also forms, listings, etc. Common items, like pens, are not generally listed.
6. REFERENCES: This section lists the governing directives commonly used to perform the task.
7. CONDITION: Conditions state any special circumstances under which the task must be performed.
8. CUES: Cues are what prompt the need for the task to be performed, i.e., "customer requirement, receipt of form."
9. CONSTRAINTS: Any factors that may hinder or prevent the accomplishment of a task are listed in this section.
10. STANDARDS: This section identifies the criteria a supervisor, trainer, or task evaluator uses to decide if the task was adequately accomplished. For this analysis, task are performed in accordance with the references listed, i.e., "IAW REFERENCES."
11. ACTIVITIES: Significant steps in performing the TRA task are listed here. Activity statements are preceded by an "A."
12. SKILLS: Abilities Medical Materiel personnel must have to perform the activities. Skills generally identify training requirements that contribute to more than one TRA task. Skills are preceded by an "S."

13. **KNOWLEDGE:** Knowledge is a mental process that involves the recall and application of information. As defined in this analysis, knowledge items may not produce an observable result, but enable an individual to accomplish an activity or apply a skill. Knowledge statements are preceded by a "K."

Those activities, skills or knowledge which are the same as a JI task statement (just as printed in the JI or slightly reworded) have the JI designation following them in parentheses.

14. **RELATED OCCUPATIONAL SURVEY DATA:** This section gives the numbers of JI tasks which relate to the TRA task as well as numerical data about them, which will prove useful for training decisions.

a. **Training Emphasis** is a relative measure of the amount of structured training that first-enlistment personnel need to perform tasks successfully. These ratings are assigned by supervisors who are experienced members of the career ladder. For this specialty, tasks rated above 3.08 are high in training emphasis.

b. The next four numbers are the percentages of all members of the categories indicated (1st job, 1st enlistment, all 5-levels, and all 7-levels) who perform the JI task.

c. **Task Difficulty** is a relative measure of the length of time that the average airman takes to learn how to perform a task. These ratings are also assigned by career ladder supervisors. Tasks of average difficulty have a value of 5.0 and a standard deviation of 1.0, which means that a task with a rating of 6.0 or higher is considered difficult for first-term airman to learn how to perform.

d. **Automated Training Indicator (ATI)** is a computer-generated index calculated for each JI task that considers training emphasis, task difficulty, and percentage of 1st term members performing. The ATI is most useful for determining first-enlistment training requirements. TRA project analysts used ATI training decision logic and interpretation guidelines in ATCR 52-22, Occupational Analysis Program, when making training recommendations in this TRA.

15. **USAF JOB INVENTORY TASK STATEMENTS:** The JI task numbers and statements associated with each TAW. The statements in this section are those most closely related to the TRA task analyzed. Unlike JI tasks referenced with A, S, K, in this section, JI tasks are listed in Duty/Task numerical sequence.

## ADDITIONAL INFORMATION ON TASK ANALYSIS

MATERIEL HANDLING EQUIPMENT (MHE) is used in several of the tasks throughout the TRA. It is listed in the Skills section as "Operate MHE" and is also listed in the Equipment, Tools, and Supplies section and includes the following:

- FORKLIFT
- FOUR WHEEL HAND TRUCK
- PALLET JACK (POWERED, NON POWERED)
- STOCK PICKER CART
- TUG
- TWO WHEEL HAND CART

The MEDICAL LOGISTICS (MEDLOG) COMPUTER SYSTEM is used throughout the TRA. It is listed in the Skills section as "Operate MEDLOG computer system" and is also listed in the Equipment, Tools, and Supplies section and includes the following:

- COMPUTER
- FLOPPY DRIVES
- MAINFRAME
- MEDLOG SOFTWARE
- PRINTER

The CENTRAL PROCESSING DISTRIBUTION (CPD) COMPUTER SYSTEM is used in several tasks throughout the TRA. It is listed in the skills section as "Operate CPD computer system" and is also located in the Equipment, Tools, and Supplies sections and includes the following:

- MAINFRAME
- PRINTER
- CPD SOFTWARE
- DISK DRIVES

The BASE CONTRACTING AUTOMATED SYSTEM (BCAS) is used in several tasks throughout the TRA. It is listed in the Skills section as "Operate BCAS" and is also listed in the Equipment, Tools, and Supplies section and includes the following:

- COMPUTER
- BCAS SOFTWARE
- PRINTER



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**TASK ANALYSIS WORKSHEETS**  
**MEDICAL MATERIEL, AFSC 915X0**

TASK NUMBER: 00001

TASK STATEMENT:

MAINTAIN MEDICAL MATERIEL PUBLICATIONS

TASK NOTES:

FEDLOG COMPUTER SOFTWARE MAY BE USED ON THE MEDLOG COMPUTER SYSTEM OR ON A STAND ALONE COMPUTER.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AFMLO NDC DIRECTORIES  
AMDL  
AFMLL  
APPLICABLE REGULATIONS  
BINDERS  
BOOKCASE  
COMPUTER  
FEDLOG COMPUTER SOFTWARE  
FEDERAL SUPPLY SCHEDULES  
GSA CATALOGS  
H4/H8 COMMERCIAL AND GOVERNMENT ENTITY LISTS  
H-5 CORPORATE COMPLEX  
INDEX OF USAF CATALOGS S-2A-1  
MEDCATS  
MCRL  
MICRIFICHE AND MICROFICHE VIEWER  
VENDOR LITERATURE

REFERENCES:

AFM 67-1, VOL IV  
AFM 67-1, VOL V  
AFM 167-230  
AFR 0-2  
AFR 0-9  
AFR 0-10  
AFR 12-20  
AFR 12-50  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF REQUIREMENTS OR CHANGES

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A POST THE CHANGE OR FILE UPDATE (A0016, F0194, F0195, F0196,  
F0201, H0344, H0345, H0346, H0349, O0609)  
A DISTRIBUTE PUBLICATIONS TO CUSTOMER (A0010)

**SKILLS:**

S OPERATE COMPUTER  
S OPERATE MICROFICHE VIEWER  
S USE BINDERS  
S USE BOOKCASE  
S USE FEDLOG COMPUTER SOFTWARE

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY FILING TECHNIQUES  
K ANNOTATE CHANGES TO APPLICABLE PUBLICATIONS (NDC, AFMLL,  
H-SERIES, FEDERAL SUPPLY SCHEDULE, GSA CATALOG, MEDCAT, MCRL,  
VENDOR LITERATURE, AMDL, AND REGULATIONS)  
K APPLY TECHNICAL DATA  
K IDENTIFY DIFFERENCES BETWEEN APPLICABLE PUBLICATIONS  
K INTERPRET LISTINGS  
K INTERPRET MICROFICHE  
K INTERPRET S-2A-1

# RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
A0010	.89	3	3	5	12	4.14	2
A0016	1.73	6	5	8	17	5.03	2
F0194	3.40	10	14	19	20	3.27	7
F0195	3.04	6	8	12	14	3.31	7
F0196	3.60	10	16	19	26	3.64	11
F0201	3.07	10	14	18	17	3.48	7
H0344	2.51	4	6	8	8	3.87	7
H0345	2.30	10	13	15	13	3.64	7
H0346	1.79	0	2	5	6	3.76	2
H0349	3.54	11	18	21	18	3.50	7
O0609	3.71	12	13	15	15	4.54	11

# USAF JOB INVENTORY TASK STATEMENTS:

A0010 DISTRIBUTE CUSTOMER TABLES OF ALLOWANCE (TA) CHANGE REQUESTS

A0016 IDENTIFY CUSTOMER TA REQUIREMENTS

F0194 MAINTAIN AFMLO MASTER DATA LISTS (AMDL)

F0195 MAINTAIN AFMLO NATIONAL DRUG CODE DIRECTORIES (NDC)

F0196 MAINTAIN AIR FORCE MEDICAL LOGISTICS LETTER (AFMLL) FILES

F0201 MAINTAIN MEDICAL CROSS-REFERENCE LISTS (MCRL)

H0344 MAINTAIN FEDERAL SUPPLY SCHEDULES

H0345 MAINTAIN GENERAL SERVICE ADMINISTRATION (GSA) CATALOGS

H0346 MAINTAIN H4/H8 COMMERCIAL AND GOVERNMENT ENTITY LISTS

H0349 MAINTAIN MEDICAL CATALOGS (MEDCAT)

O0609 MAINTAIN VENDOR LITERATURE

**TASK NUMBER:** 00002

**TASK STATEMENT:**

IDENTIFY CUSTOMER TABLE OF ALLOWANCE (TA) CHANGES

**TASK NOTES:**

FEDLOG COMPUTER SOFTWARE MAY BE USED ON THE MEDLOG COMPUTER SYSTEM OR ON A STAND ALONE COMPUTER.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 9  
AMDL  
AFMLL  
BPA FILES  
COMPUTER  
CONTRACT FILES  
DD FORM 1348-6  
DRUG TOPICS DIRECTORY  
FEDLOG COMPUTER SOFTWARE  
INDEX OF USAF CATALOGS S-2A-1  
MCRL  
MEDICAL CROSS REFERENCE LIST  
MEDLOG COMPUTER SYSTEM  
MICROFICHE AND MICROFICHE VIEWER  
NDC DIRECTORY  
PHARMACEUTICAL DRUG LIST  
RED BOOK (DRUG REFERENCES DIRECTORY)  
TAs  
USAF NON-STOCKLISTED DIRECTORY OF MEDICAL MATERIEL

**REFERENCES:**

AFM 67-1, VOL V  
AFM 167-230  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUEST

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A RESEARCH EXISTING STOCK NUMBERS (F0232)  
A RESEARCH APPLICABLE PUBLICATIONS (A0016, F0235, F0236)  
A PROVIDE CUSTOMER WITH INFORMATION AND FEEDBACK  
A DISTRIBUTE CUSTOMER TA CHANGE REQUESTS (A0010)

**SKILLS:**

S OPERATE COMPUTER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MICROFICHE VIEWER  
S USE BLANKET PURCHASE AGREEMENT FILES  
S USE CONTRACT FILES  
S USE FEDLOG COMPUTER SOFTWARE  
S USE USAF NON-STOCKLISTED DIRECTORY OF MEDICAL MATERIEL

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K DETERMINE PUBLICATIONS REQUIRED  
K INTERPRET AF FORM 9  
K INTERPRET DD FORM 1348-6  
K INTERPRET AFMLL  
K INTERPRET CODES WITHIN PUBLICATIONS  
K INTERPRET DRUG TOPICS DIRECTORY  
K INTERPRET LISTINGS  
K INTERPRET MICROFICHE  
K INTERPRET S-2A -1  
K VERIFY TA REQUIREMENTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
A0010	.89	3	3	5	12	4.14	2
A0016	1.73	6	5	8	17	5.03	2
F0232	5.53	46	52	57	54	4.49	18
F0235	2.31	5	8	9	17	5.77	7
F0236	5.27	18	25	32	37	5.12	11

**USAF JOB INVENTORY TASK STATEMENTS:**

A0010 DISTRIBUTE CUSTOMER TABLES OF ALLOWANCE (TA) CHANGE REQUESTS  
A0016 IDENTIFY CUSTOMER TA REQUIREMENTS  
F0232 RESEARCH EXISTING STOCK NUMBERS  
F0235 RESEARCH PUBLICATIONS FOR HANDLING OR DISPOSAL OF HAZARDOUS OR DANGEROUS MATERIEL  
F0236 RESEARCH PUBLICATIONS FOR NATIONAL STOCK NUMBERS OR DEPOT AVAILABILITY



TASK NUMBER: 00003

TASK STATEMENT:

MAINTAIN QA STANDARDS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 2005  
AFMLL OR MESSAGE  
DD FORM 1348-1  
FOLDERS  
HAZARDOUS ALERT NOTICES  
LETTERS (FIELD PUBLICATIONS)  
MEDLOG COMPUTER SYSTEM  
QA MESSAGE  
RECALL NOTICES  
SUSPENSION NOTICES  
VA QA RECALL LETTER

REFERENCES:

AFM 67-1, VOL V, CHAP 12  
AFM 67-1, VOL V, CHAP 19  
AFM 167-230, SEC 12  
AFM 167-230, SEC 19  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF VA QA RECALL LETTER, RECALL NOTICE, SUSPENSION  
NOTICE, QA MESSAGE, AFMLL OR MESSAGE

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A VERIFY ON-HAND STOCK AND LOCATION USING MEDLOG SYSTEM  
A PROCESS AFMLL OR MESSAGE, VA QA RECALL LETTER, OR HAZARDOUS  
ALERT NOTICES (F0217, F0218, L0508)  
A INFORM CUSTODIAN OF FINDINGS (G0311)  
A RECEIVE SUSPENDED MATERIEL FROM CUSTODIANS  
A FORWARD AFFECTED MATERIEL AND MESSAGE TO SUSPENDED AREA  
A TAKE APPLICABLE ACTION IAW MESSAGE, NOTICE, OR RECALL LETTERS  
(H0333)  
A INFORM CUSTOMER OF ACTION TAKEN  
A PROCESS TRANSACTIONS TO UPDATE RECORDS VIA MEDLOG SYSTEM  
A MAINTAIN FILES ON ACTION TAKEN (H0351, L0500)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE AF FORM 2005  
K ANNOTATE DD FORM 1348-1  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET QA MESSAGES AND LETTERS  
K INTERPRET SUSPENSION NOTICE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0217	5.26	6	13	18	30	5.48	11
F0218	5.11	5	12	17	31	5.47	11
G0311	3.17	10	8	8	4	4.54	7
H0333	2.47	5	8	11	20	4.54	7
H0351	4.26	7	11	12	18	4.27	11
L0500	3.60	7	12	13	15	4.66	11
L0508	2.83	1	3	5	8	5.39	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0217 PROCESS AFMLL QUALITY ASSURANCE NOTICES  
F0218 PROCESS AFMLO QUALITY ASSURANCE MESSAGES  
G0311 REVIEW QUALITY ASSURANCE NOTICES IN IDOS OR PARS STORAGE  
AREAS  
H0333 INFORM AIR FORCE MEDICAL LOGISTICS OFFICE (AFMLO) OF  
SUSPENDED OR DESTROYED ITEMS  
H0351 MAINTAIN QUALITY ASSURANCE MESSAGE LOGS  
L0500 MAINTAIN MEDICAL MATERIEL QUALITY ASSURANCE FILES  
L0508 PROCESS VETERAN ADMINISTRATION QUALITY ASSURANCE RECALL  
LETTERS

TASK NUMBER: 00004

**TASK STATEMENT:**

PROCESS REPORT OF DISCREPANCY (ROD)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

COPIER  
MEDLOG COMPUTER SYSTEM  
PACKING SLIPS  
RECEIVING DOCUMENT  
ROD, STANDARD FORM 364  
TYPEWRITER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 9  
AFM 167-230, SEC 9  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

IDENTIFICATION OF DISCREPANT SHIPMENT OR DISCREPANT LOCAL  
PURCHASE (LP) RECEIPT

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A DETERMINE IF ANY DISCREPANCIES EXIST BETWEEN THE EQUIPMENT  
RECEIVED AND THE RECEIVING DOCUMENT AND/OR THE PACKING SLIPS  
A PREPARE ROD, SF 364 (F0188)  
A COORDINATE LOCAL PURCHASE ROD WITH CUSTOMERS, VENDORS, OR  
BASE CONTRACTING (F0171)  
A PROCESS ROD, SF 364 (F0229)  
A DISTRIBUTE COPIES OF SF 364 IAW REFERENCES  
A MAINTAIN FILE OF OUTSTANDING RODs  
A PROCESS TRANSACTION UPON RECEIPT OF REPLY  
A PERFORM FOLLOW-UP ACTIONS WHEN NO ANSWER IS RECEIVED (H0353)  
A FORWARD COMPLETED COPY OF ROD, SF 364 TO A&F  
A MAINTAIN FILE OF COMPLETED RODs IAW REFERENCES

**SKILLS:**

S OPERATE COPIER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER

**KNOWLEDGE:**

K ANNOTATE SF 364  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY DOLLAR VALUE CRITERIA APPLICABLE TO ROD  
K APPLY FILING TECHNIQUES  
K APPLY FOLLOW-UP CRITERIA PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET RECEIVING DOCUMENT  
K INTERPRET PACKING SLIP

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0171	2.97	13	16	22	23	5.73	7
F0188	4.49	20	24	30	37	5.29	11
F0229	3.15	12	19	24	25	5.50	11
H0353	3.00	14	15	15	18	5.11	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0171 COORDINATE LOCAL PURCHASE REPORT OF DISCREPANCIES (ROD)  
WITH CUSTOMERS, VENDORS, OR BASE CONTRACTING  
F0188 INITIATE OR ANNOTATE SF FORMS 364 (REPORT OF DISCREPANCY)  
F0229 PROCESS SF FORMS 364 (REPORT OF DISCREPANCY)  
H0353 PERFORM FOLLOW-UP ACTIONS ON DISCREPANCY REPORTS

TASK NUMBER: 00005

TASK STATEMENT:

PERFORM CUSTOMER IDO OR PARS PROCEDURES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BACKORDER REPORTS  
ISSUE TURN-IN SUMMARY  
MHE  
MEDLOG COMPUTER SYSTEM  
SHOPPING GUIDES  
USING ACTIVITY STOCK STATUS REPORT (Z24)

REFERENCES:

AFM 67-1, VOL V, CHAP 10  
AFM 67-43APPM  
AFM 167-230, SEC 10  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST

CONSTRAINTS:

INADEQUATE STORAGE FACILITIES  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A MAINTAIN SHOPPING GUIDES (G0304)  
A ESTABLISH SUPPLY REQUIREMENTS AND LEVELS FOR ITEMS INVOLVED (G0273)  
A STOCK AND RESTOCK STORAGE LOCATIONS (G0308, M0518, M0532)  
A REVIEW CUSTOMER REQUIREMENTS AND LEVELS, MONTHLY, AGAINST THE REQUIRED COMPUTER PRODUCTS (G0309)  
A PERFORM QA FUNCTION, AS REQUIRED BY LOCAL OI  
A RESPOND TO OUT-OF-CYCLE CUSTOMER REQUEST

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)

**KNOWLEDGE:**

K APPLY SAFETY PROCEDURES  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET COMPUTER PRODUCTS (BACKORDER REPORTS, ISSUE TURN IN SUMMARY, Z24)  
K INTERPRET SHOPPING GUIDES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0273	3.41	13	13	11	9	5.11	7
G0291	2.97	33	34	33	35	4.53	15
G0304	3.74	17	18	14	8	4.05	11
G0308	3.41	17	15	12	6	4.22	7
G0309	3.29	17	13	10	7	4.82	7
M0518	1.03	7	7	4	1	3.54	2
M0532	1.31	7	8	5	4	3.96	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0273 ESTABLISH CUSTOMER IDO OR PARS SUPPLY LEVELS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND FORKLIFTS  
G0304 PROCESS IDO OR PARS SHOPPING GUIDE ISSUES  
G0308 RESTOCK IDO OR PARS CUSTOMER STORAGE AREAS  
G0309 REVIEW IDO OR PARS CUSTOMER LEVELS  
M0518 EXCHANGE SUPPLY CARTS FROM USING ACTIVITIES  
M0532 RESTOCK CARTS FROM USING ACTIVITIES

**TASK NUMBER:** 00006

**TASK STATEMENTS:**

PROCESS TURN-INS

**TASK NOTES:**

FEDLOG COMPUTER SOFTWARE MAY BE USED ON THE MEDLOG COMPUTER SYSTEM OR ON A STAND ALONE COMPUTER.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

DD FORM 1348-6  
FEDLOG COMPUTER SOFTWARE  
MEDLOG COMPUTER SYSTEM  
MICROFICHE AND MICROFICHE VIEWER  
COMPUTER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 11  
AFM 67-43APPM  
AFM 167-230, SEC 11  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF CUSTOMER TURN-IN

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES



**ACTIVITIES:**

A INSPECT ITEMS TURNED IN FOR IDENTIFICATION AND SERVICEABILITY  
A CERTIFY TURN-IN DOCUMENT (DD FORM 1348-6)  
A DETERMINE CREDIT FOR TURN-IN (H0325)  
A PROCESS TURN-IN DOCUMENT TO UPDATE MEDLOG RECORD (H0320,  
J0416)  
A FORWARD DOCUMENT FOR QUALITY CONTROL  
A FORWARD ITEM TO WAREHOUSE

**SKILLS:**

S OPERATE COMPUTER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MICROFICHE VIEWER  
S USE FEDLOG COMPUTER SOFTWARE

**KNOWLEDGE:**

K APPLY CREDIT DETERMINATION PROCEDURES  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K DETERMINE SERVICEABILITY OF ITEM  
K INTERPRET DD FORM 1348-6  
K INTERPRET MICROFICHE  
K RESEARCH PUBLICATIONS FOR IDENTIFICATION OF ITEM

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0320	3.40	5	10	17	24	4.94	7
H0325	3.44	6	10	17	30	5.13	7
J0416	2.27	5	7	11	18	5.07	7

**USAF JOB INVENTORY TASK STATEMENTS:**

H0320 COMPLETE TRANSACTIONS TO RECORD MATERIEL TURN-INS, OTHER  
THAN EQUIPMENT  
H0325 DETERMINE CREDIT FOR TURN-IN  
J0416 INITIATE OR COMPLETE TRANSACTIONS FOR TURN IN OF EXCESS  
SERVICEABLE EQUIPMENT

TASK NUMBER: 00007

TASK STATEMENT:

IN-CHECK RECEIPTS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BOX CUTTER  
INCOMING PROPERTY  
MHE  
RECEIVING DOCUMENTS (I.E. DD FORMS 250, 1149, 1155, 1348-1)

REFERENCES:

AFM 67-1, VOL V, CHAP 9  
AFM 167-230, SEC 9  
MANUFACTURER'S MANUALS

CUES:

RECEIPT OF MATERIEL TO BE IN-CHECKED

STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A EXAMINE MARKINGS ON ITEMS, CRATES, OR BOXES FOR LEGIBILITY (G0274)
- A CHECK PROPERTY FOR PHYSICAL DAMAGE, NOMENCLATURE, AND IDENTIFICATION
- A SEGREGATE SHIPMENTS PRIOR TO VERIFICATION OF COUNT (G0313)
- A SEGREGATE HAZARDOUS, DANGEROUS, CONTROLLED, AND REFRIGERATED MATERIEL (G0276)
- A VERIFY SHIPMENT FOR COMPLETENESS
- A VERIFY COMPONENT PARTS IF ITEM IS AN ASSEMBLY
- A OPEN BOXES FOR IDENTIFICATION OF ITEMS
- A PREPARE APPROPRIATE DD FORM 1500 TAGS OR LABELS
- A CHECK CONDITION OF MATERIEL RECEIVED
- A COMPARE PROPERTY TO RECEIPT DOCUMENT
- A CHECK SN, UI, QUANTITY, AND EXPIRATION DATE ON PROPERTY
- A ANNOTATE PROPERTY WITH SN AND UI WHEN NEEDED

**ACTIVITIES:**

A CHECK LOCATION OF PROPERTY  
A VERIFY DISCREPANCIES BY RECOUNT (F0246)  
A ANNOTATE RECEIPT DOCUMENTS (F0146, F0147)  
A FORWARD RECEIPTS FOR PROCESSING  
A FORWARD DISCREPANCIES TO STOCK RECORDS

**SKILLS:**

S OPERATE MHE (G0291)  
S USE BOX CUTTER

**KNOWLEDGE:**

K ANNOTATE RECEIPT DOCUMENTS  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY DISCREPANCIES  
K IDENTIFY INCOMING HAZARDOUS, DANGEROUS, AND CONTROLLED  
MATERIEL (G0276)  
K IDENTIFY SHORTAGES AND OVERAGES  
K INTERPRET RECEIPT DOCUMENT

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0146	5.14	26	35	43	47	4.57	12
F0147	5.24	47	53	57	54	3.98	18
F0246	3.01	22	23	27	30	4.06	7
G0274	2.07	25	28	24	16	3.27	2
G0276	3.33	19	22	19	14	4.44	7
G0291	2.97	33	34	33	35	4.53	15
G0313	2.16	15	15	13	9	3.58	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0146 ANNOTATE OR COMPLETE DD FORMS 1348-1 (DOD SINGLE LINE  
ITEM RELEASE/RECEIPT DOCUMENT)  
F0147 ANNOTATE OR COMPLETE DD FORMS 250 (MATERIEL INSPECTION AND  
RECEIVING REPORT)  
F0246 VERIFY DISCREPANCIES BY RECOUNTS  
G0274 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR  
LEGIBILITY  
G0276 IDENTIFY INCOMING HAZARDOUS, DANGEROUS, AND CONTROLLED  
MATERIELS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
H0313 SEGREGATE SHIPMENTS PRIOR TO VERIFICATION OF COUNT

TASK NUMBER: 00008

**TASK STATEMENT:**

PICK UP SHIPMENTS (G0299)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

GOVERNMENT VEHICLES  
MHE  
TRANSACTION CONTROL DOCUMENT  
TRANSPORTATION DOCUMENT

**REFERENCES:**

AFM 67-1, VOL V  
AFOSH 12-8  
AFR 67-12  
MANUFACTURER'S MANUALS

**CUES:**

NOTIFICATION THAT MATERIEL IS READY TO BE PICKED UP

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A DRIVE TO PICK-UP POINT  
A CHECK PROPERTY TO INSURE THAT IT BELONGS TO "FM" (MEDICAL  
SUPPLY) ACCOUNT  
A COMPARE PROPERTY TO TRANSACTION CONTROL DOCUMENT  
A SIGN TRANSPORTATION DOCUMENT  
A LOAD NON WRM MATERIEL ON VEHICLES (G0284)  
A DELIVER PROPERTY TO MEDICAL SUPPLY

**SKILLS:**

S OPERATE GOVERNMENT VEHICLES  
S OPERATE MHE (G0291)

**KNOWLEDGE :**

K ANNOTATE TRANSPORTATION DOCUMENT  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY GOVERNMENT VEHICLES OPERATOR'S PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY ACCOUNT NUMBER  
K IDENTIFY TCN  
K INTERPRET TRANSACTION CONTROL DOCUMENT

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0284	2.41	41	38	34	28	3.64	15
G0291	2.97	33	34	33	35	4.53	15
G0299	2.16	49	43	36	22	3.42	15

**USAF JOB INVENTORY TASK STATEMENTS:**

G0284 LOAD OR UNLOAD MATERIEL, OTHER THAN WAR RESERVE  
MATERIEL (WRM)  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
G0299 PICK UP SHIPMENTS

TASK NUMBER: 00009

**TASK STATEMENT:**

PROCESS RECEIPT TRANSACTIONS

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM  
RECEIVING DOCUMENTS

**REFERENCES:**

AFM 67-1, VOL V, CHAP 9  
AFM 167-230, SEC 9  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

COMPLETION OF IN-CHECKING RECEIPTS

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SELECT APPROPRIATE RECEIPT TRANSACTION USING MEDLOG MENU  
A PROCESS RECEIPTS THAT DO NOT CONTAIN DISCREPANCIES (F0226, G0316, O0601)  
A PROCESS PARTIAL RECEIPTS (G0316, O0601)  
A PROCESS RECEIPTS NOT DUE IN (G0316, O0601)  
A PROCESS SUBSTITUTE RECEIPTS (G0316, O0601)  
A PROCESS DISCREPANT RECEIPTS (G0316, O0601)  
A PROCESS EXCESS RECEIPTS (G0316, O0601)  
A VALIDATE PIPELINE TIMES  
A DISTRIBUTE COPIES OF RECEIPTS (DD FORM 1348-1) (G0272)  
A PROCESS DEPOT PACKAGE ADJUSTMENTS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE RECEIVING DOCUMENT  
K APPLY DISTRIBUTION PROCEDURES  
K APPLY PROCESSING PROCEDURES FOR DIFFERENT RECEIPTS  
K APPLY TECHNICAL DATA  
K IDENTIFY DELINQUENT PIPELINE TIMES  
K IDENTIFY TYPES OF RECEIPTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0226	5.53	47	43	42	39	4.59	12
G0272	2.44	22	24	23	16	3.22	7
G0316	3.39	22	25	22	21	4.23	7
O0601	5.03	39	44	47	46	4.86	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0226 PROCESS LOCAL PURCHASE RECEIPTS  
G0272 DISTRIBUTE RECEIVING DOCUMENTS OR PACKING LISTS  
G0316 UPDATE RECEIPTS  
O0601 INPUT DUE-INS, RECEIPTS, OR BALANCE RECORD ADJUSTMENTS

**TASK NUMBER:** 00010

**TASK STATEMENT:**

STORE PROPERTY

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MARKING TOOLS (PENS, MARKERS, STAMPS, ETC.)

MEDLOG COMPUTER SYSTEM

MHE

STORAGE LOCATION (SHELVES, VAULT, SECURITY CAGE)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 25

AFM 67-43APPM

AFM 125-3

AFOSH 127-8

DOD 4145.19-R-1, CHAP 2, SEC 2, 3, & 4

DOD 4145.19-R-1, CHAP 3, SEC 3

MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF PROPERTY TO BE STORED

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES

MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES



**ACTIVITIES:**

A VERIFY STORAGE LOCATION USING MEDLOG COMPUTER SYSTEM  
A PLACE ITEMS IN APPROPRIATE WAREHOUSE LOCATION (G0302, G0314)  
A BREAKDOWN ADJUSTED UI AS APPLICABLE (M0515)  
A MARK BREAKDOWN CONTAINERS WITH STOCK NUMBERS, QUANTITY, AND  
UI  
A ROTATE STOCK TO ENSURE OLDEST GETS ISSUED FIRST (G0312)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)  
S USE MARKING TOOLS

**KNOWLEDGE:**

K APPLY PROPERTY STORAGE PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY STORAGE LOCATIONS FOR DIFFERENT TYPES OF MATERIEL,  
I.E. TOXIC, HAZARDOUS, SENSITIVE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15
G0302	2.91	46	39	35	26	3.76	15
G0312	3.73	39	32	24	19	3.77	12
G0314	3.09	13	18	19	23	3.70	7
M0515	2.86	23	20	13	6	4.67	7

**USAF JOB INVENTORY TASK STATEMENTS:**

G0291 OPERATE MATERIEL HANDLING EQUIPMENT, (MHE) SUCH AS TUGS AND  
FORKLIFTS  
G0302 PLACE ITEMS IN WAREHOUSE LOCATIONS, OTHER THAN COMPRESSED  
GAS, CONTROLLED OR SECURITY ITEMS  
G0312 ROTATE ITEMS  
G0314 SEGREGATE SUSPENDED ITEMS  
M0515 BREAK DOWN ITEMS BY ADJUSTED UNITS OF ISSUE

TASK NUMBER: 00011

TASK STATEMENT:

RESEARCH WAREHOUSE REFUSALS (G0307)

TASK NOTES:

PERCENT MEMBERS PERFORMING THIS TASK AT THEIR FIRST JOB DOES NOT JUSTIFY TRAINING AT 3-SKILL LEVEL, HOWEVER, HIGH TRAINING EMPHASIS AND TASK DIFFICULTY RATINGS INDICATE TRAINING SHOULD BE CONSIDERED FOR INCLUSION IN THE BASIC COURSE.  
THIS TASK IS IMPORTANT FOR PROPERTY ACCOUNTABILITY.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
USING ACTIVITY ISSUE/TURN-IN LIST (W05)  
WAREHOUSE REFUSAL LOG

REFERENCES:

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

PROPERTY CANNOT BE PHYSICALLY LOCATED FOR ISSUE

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A SEARCH FOR MISSING ITEM  
A REVIEW DOCUMENTATION FOR ERRORS  
A CONTACT USING ACTIVITY TO VERIFY NON-RECEIPT OR OVERAGE  
A PROCESS TRANSACTIONS TO CORRECT OUT-OF-BALANCE CONDITION  
(G0263)  
A ANNOTATE WAREHOUSE REFUSAL LOG WITH ACTION TAKEN  
A FILE WAREHOUSE REFUSAL LOG

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE WAREHOUSE REFUSAL LOG  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY APPLICABLE LISTINGS TO BE USED  
K INTERPRET INFORMATION GATHERED DURING REVIEW TO DETERMINE  
CORRECTIVE ACTIONS  
K INTERPRET LISTINGS (Y24, W05)

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0263	3.97	26	29	31	28	6.12	11
G0307	4.10	27	29	29	27	5.74	11

**USAF JOB INVENTORY TASK STATEMENTS:**

G0263 CORRECT WAREHOUSE REFUSALS  
G0307 RESEARCH WAREHOUSE REFUSALS

**TASK NUMBER: 00012**

**TASK STATEMENT:**

PROCESS ON-LINE ISSUE

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

ISSUE REQUEST  
MEDLOG COMPUTER SYSTEM  
SHOPPING GUIDE

**REFERENCES:**

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUEST

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SELECT APPROPRIATE ISSUE TRANSACTIONS IAW REFERENCE  
A PROCESS ISSUE (NRI, SGI, MSI) (F0215, HO355, O0603)  
A FORWARD DOCUMENT FOR QUALITY CONTROL

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY ISSUE PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY TYPE ISSUE REQUIRED  
K INTERPRET ISSUE DOCUMENT  
K INTERPRET SHOPPING GUIDES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0215	4.51	16	23	27	31	3.92	11
H0355	4.03	27	33	33	32	4.21	12
O0603	5.39	41	47	49	45	4.33	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0215 POST PREISSUES AGAINST OPERATING ASSETS  
H0355 PROCESS EMERGENCY ISSUE  
O0603 INPUT ISSUES

**TASK NUMBER:** 00013

**TASK STATEMENT:**

PROCESS OFF-LINE ISSUE

**TASK NOTES:**

ISSUES THAT ARE PROCESSED MANUALLY WILL BE INPUT WHEN  
COMPUTER IS BACK ONLINE.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

COST CENTER MASTER LIST (X29)  
DAILY BALANCE REGISTER (X08)  
MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
PROJECT FUND MANAGEMENT REPORT (X30)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

SYSTEM DOWN AT TIME OF CUSTOMER REQUEST

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A VERIFY FUNDS ARE AVAILABLE  
A VERIFY ASSETS ARE AVAILABLE (F0215)  
A ASSIGN DOCUMENT NUMBER  
A PREPARE ISSUE DOCUMENT(H0355)  
A PULL PROPERTY FOR ISSUE  
A ISSUE PROPERTY TO USER

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY ISSUE PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY TYPE ISSUE REQUIRED  
K INTERPRET ISSUE DOCUMENT  
K INTERPRET LISTINGS  
K INTERPRET SHOPPING GUIDES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0215	4.51	16	23	27	31	3.92	11
H0355	4.03	27	33	33	32	4.21	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0215 POST PREISSUES AGAINST OPERATING ASSETS  
H0355 PROCESS EMERGENCY ISSUE TRANSACTIONS

**TASK NUMBER:** 00014

**TASK STATEMENT:**

MAINTAIN USING ACTIVITIES SHOPPING GUIDES (H0352)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

ANNOTATED SHOPPING GUIDE REQUEST  
MEDLOG COMPUTER SYSTEM  
SHOPPING GUIDE

**REFERENCES:**

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUEST FOR SHOPPING GUIDE

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A PROCESS INQUIRY TO DETERMINE IF MASTER RECORD IS ESTABLISHED  
A ESTABLISH LEVELS FOR SHOPPING GUIDES (CUSTOMER SUPPLIES)  
A PROCESS "SGR" TRANSACTION USING APPROPRIATE ACTION CODES TO  
UPDATE SHOPPING GUIDES  
A PRINT SHOPPING GUIDES  
A DISTRIBUTE NEW SHOPPING GUIDES



**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE SHOPPING GUIDES

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET SHOPPING GUIDES  
K INTERPRET SHOPPING GUIDE REQUEST

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0352	3.80	18	21	19	12	3.70	11

**USAF JOB INVENTORY TASK STATEMENTS:**

H0352 MAINTAIN USING ACTIVITIES SHOPPING GUIDES

**TASK NUMBER:** 00015

**TASK STATEMENT:**

LOCATE AND PULL ISSUES, OTHER THAN LINENS, CONTROLLED, OR  
SECURITY MEDICAL ITEMS (G0285)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

EMERGENCY ISSUE LIST (W08)  
ISSUE REQUEST  
MHE  
USING ACTIVITY ISSUE/TURN-IN LIST (W05)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
MANUFACTURER'S MANUAL

**CUES:**

RECEIPT OF ISSUE LIST OR ISSUE REQUEST

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A LOCATE "WAREHOUSE ISSUE ACTION REQUIRED" SECTION ON ISSUE  
LISTS  
A POST ALL REFUSALS TO LISTINGS  
A LOCATE ITEMS TO BE ISSUED  
A VERIFY EXPIRATION DATE TO W08  
A VERIFY UI  
A PULL REQUIRED QUANTITY FROM STOCK  
A ANNOTATE W05 LISTING AS ITEMS ARE PULLED FROM STOCK (G0255)  
A CONTINUE PROCESS UNTIL ALL ISSUES ON W05 LISTING ARE PULLED  
A ANNOTATE LOCATION CHANGES AND INITIAL THE LISTING  
A ANNOTATE EXPIRATION DATES AND INITIAL THE LISTING

**SKILLS:**

S OPERATE MHE (G0291)

**KNOWLEDGE:**

K APPLY ISSUE PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET ISSUE REQUESTS  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0255	4.21	37	43	40	30	3.42	12
G0285	3.87	53	46	39	25	3.91	12
G0291	2.97	33	34	33	35	4.53	15

**USAF JOB INVENTORY TASK STATEMENTS:**

G0255 ANNOTATE ISSUE LISTINGS  
G0285 LOCATE AND PULL ISSUES, OTHER THAN LINENS, CONTROLLED, OR  
SECURITY MEDICAL ITEMS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT, (MHE) SUCH AS TUGS AND  
FORKLIFTS

TASK NUMBER: 00016

TASK STATEMENT:

COORDINATE DELIVERY OF MEDICAL SUPPLIES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM  
TELEPHONE  
TYPEWRITER

REFERENCES:

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

PREDETERMINED SCHEDULE FOR ISSUING SUPPLIES  
NOTIFICATION OF AN EMERGENCY DELIVERY

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A EVALUATE WORK FLOW PATTERNS  
A ESTABLISH A DELIVERY SCHEDULE  
A ESTABLISH AN IDO/PAR DELIVERY SCHEDULE (G0262)  
A NOTIFY USING ACTIVITIES OF DELIVERY DATES (F0182)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER  
S USE TELEPHONE

**KNOWLEDGE:**

K APPLY ADMINISTRATIVE SKILLS  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET WORK FLOW PATTERNS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0182	2.20	31	34	39	41	3.36	15
G0262	3.33	14	13	12	11	5.27	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0182 INFORM USING ACTIVITIES OF MATERIEL DELIVERY DATES  
G0262 COORDINATE INTERNAL DIST OPERATION (IDO) OR PERIODIC AUTO  
RESUPPLY SYSTEM (PARS) SUPPLY LEVELS WITH CUSTOMER

**TASK NUMBER:** 00017

**TASK STATEMENT:**

MANAGE CONTROLLED OR SECURITY MEDICAL ITEMS

**TASK NOTES:**

THIS TASK IS NORMALLY PERFORMED BY 7-SKILL LEVEL PERSONNEL  
BECAUSE OF THE TYPE OF ITEMS THAT ARE CONTROLLED (EG., CON-  
TROLLED DRUGS).

ITEMS MUST BE INVENTORIED MONTHLY AND TWICE YEARLY.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 105F-2 OR EQUIVALENT (STOCK RECORD CARD, CAT II)  
APPLICABLE STAMPS (DATE STAMP, SECURITY STAMP, ETC)  
CONTROLLED ITEM TRANSACTION REGISTER (Y25)  
CONTROLLED SUBSTANCE LIST (DPSC)  
CUSTODIAN AUTHORIZATION LIST  
DEA FORMS  
MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 67-1, VOL V, CHAP 14  
AFM 67-1, VOL V, CHAP 16  
AFM 67-1, VOL V, CHAP 25  
AFR 12-50  
COMPREHENSIVE DRUG ABUSE PREVENTION AND CONTROL ACT, 1970  
DEA LAWS (LOCAL AREAS)  
HSMI CHECKLIST  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT, STORAGE, ISSUE OR SHIPMENT OF CONTROLLED OR  
SECURITY ITEMS

## CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

## STANDARDS:

IAW REFERENCES

## ACTIVITIES:

- A PREPARE DEA FORM 222C, AS REQUIRED (F0163)
- A MAINTAIN LOG OF DEA FORMS 222C
- A MAINTAIN DEA FORM (F0199)
- A IDENTIFY ITEM AS A CONTROLLED MEDICAL ITEM
- A TURN ITEM OVER TO CONTROLLED ITEM CUSTODIAN IAW CUSTODIAN AUTHORIZATION LIST
- A ENSURE CUSTODIAN STORES THE PROPERTY IN VAULT OR SECURED AREA (G0301)
- A VERIFY QUANTITY, ETC., OF STOCK AGAINST AF FORM 105F-2
- A POST AF FORM 105F-2
- A PROCESS RECEIPT
- A ANNOTATE DATE RECEIVED, SOURCE OF SUPPLY, BALANCE FIELD, AND QUANTITY RECEIVED ON RECEIPT DOCUMENT
- A POST ISSUES ON AF FORM 105-2 (H0362)
- A INITIAL THE POSTING
- A PULL AND DELIVER ISSUES AS NECESSARY (B0049, G0269)
- A COMPARE CONTROLLED SUBSTANCE LIST TO AF FORM 105F-2
- A PERFORM INSPECTION IAW HSMI CHECKLIST, IF APPLICABLE
- A CONDUCT MONTHLY INVENTORY
- A RECONCILE SECURITY RECORD CARD BALANCES WITH MASTER RECORD BALANCES (H0361)
- A INVESTIGATE DISCREPANCIES WHEN DISCOVERED (C0091)
- A REPORT LOST OR STOLEN DEA FORMS (B0052)
- A COMPLETE DEA FORMS 223 AS REQUIRED
- A COMPLETE DEA FORMS 224A (F0165)
- A COMPLETE POWER OF ATTORNEY FOR DEA FORMS

## SKILLS:

- S OPERATE MEDLOG COMPUTER SYSTEM
- S USE APPLICABLE STAMPS
- S USE DPSC
- S USE Y25 TO PERFORM INVENTORY

**KNOWLEDGE :**

K ANNOTATE DEA FORMS 222C, 223, AND 224A  
K APPLY INVENTORY CONTROL PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY AUTHORIZED CUSTODIAN  
K IDENTIFY SCHEDULE SYMBOL  
K IDENTIFY STOCK NUMBER AND NOMENCLATURE  
K INTERPRET AF FORM 105F-2  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
B0049	1.64	2	3	10	39	5.22	2
B0052	.60	1	1	3	12	5.52	2
C0091	.87	3	2	5	24	6.58	2
F0163	.67	1	2	3	10	5.24	2
F0165	.60	1	1	2	12	5.31	2
F0199	.70	1	1	3	11	4.58	2
G0269	1.44	7	6	11	28	4.46	2
G0301	1.83	3	4	10	30	4.71	2
H0361	1.77	0	1	3	20	5.46	2
H0362	1.99	1	2	6	27	5.22	2

**USAF JOB INVENTORY TASK STATEMENTS:**

B0049 ISSUE CONTROLLED OR SECURITY MEDICAL ITEMS  
B0052 REPORT LOST OR STOLEN DRUG ENFORCEMENT AGENCY (DEA) FORMS  
C0091 INVESTIGATE CONTROLLED ITEM DISCREPANCIES  
F0163 COMPLETE DEA FORM 222C (US OFFICIAL ORDER FORM SCHEDULES  
I AND II)  
F0165 COMPLETE DEA FORMS 224A (APPLICATION FOR DEA REGISTRATION)  
F0199 MAINTAIN DEA FORMS 222C (US OFFICIAL ORDER FORM SCHEDULES  
I AND II)  
G0269 DELIVER SECURITY OR CONTROLLED ISSUES  
G0301 PLACE CONTROLLED OR SECURITY ITEMS IN STORAGE  
H0361 RECONCILE SECURITY RECORD CARD BALANCES WITH MASTER  
RECORD BALANCES  
H0362 RECORD RECEIPTS OR ISSUES OF CONTROLLED OR SECURITY ITEMS  
ON VAULT RECORD CARDS



**TASK NUMBER:** 00018

**TASK STATEMENT:**

MANAGE PRECIOUS METAL RECOVERY PROGRAM

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 105F-2  
DD FORM 1348-1  
EPA 8700-22 UNIFORM HAZARDOUS WASTE MANIFEST  
EPA 8700-22A UNIFORM HAZARDOUS WASTE MANIFEST, CONTINUATION  
MEDLOG COMPUTER SYSTEM  
PLASTIC BAGS  
PRECIOUS METAL RECOVERY PROGRAM CHECKLIST  
RUBBER GLOVES  
SCALES (METRIC, POUNDS)  
TYPEWRITER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 23  
AFM 67-1, VOL VI, CHAP 4  
AFM 167-230, SEC 11  
AFR 400-14  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

REQUEST FOR TURN-IN OF PRECIOUS METAL

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A IDENTIFY PRECIOUS METALS USING THE PRECIOUS METAL RECOVERY  
PROGRAM CHECKLIST  
A APPOINT A WITNESS TO VERIFY TURN-IN OF PRECIOUS METAL  
A STORE PROPERTY AS REQUIRED (G0301)  
A RECEIVE PRECIOUS METALS IAW LOCAL OI  
A WEIGH PRECIOUS METALS  
A PROCESS TURN-IN  
A PROCESS OUT-SHIPMENT  
A POST AF FORM 105F-2  
A PREPARE PRECIOUS METAL FOR OUT-SHIPMENT  
A TURN-IN PRECIOUS METAL TO DRMO  
A MAINTAIN PRECIOUS METAL FOLDER  
A DISTRIBUTE DOCUMENTS  
A ENSURE STANDARDS ARE COMPLIED WITH

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE SCALE  
S OPERATE TYPEWRITER  
S USE PLASTIC BAGS WHEN WEIGHING PRECIOUS METALS  
S USE RUBBER GLOVES WHEN STORING AND RECEIVING PRECIOUS METALS

**KNOWLEDGE:**

K ANNOTATE AF FORM 105F-2  
K ANNOTATE DD FORM 1348-1  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY DISTRIBUTION PROCEDURES  
K APPLY TECHNICAL DATA  
K ENSURE ADEQUATE PROTECTION IS GIVEN TO PRECIOUS METALS  
K INTERPRET CHECKLIST  
K INTERPRET EPA 8700-22 AND 22A

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0301	1.83	3	4	10	30	4.71	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0301 PLACE CONTROLLED OR SECURITY ITEMS IN STORAGE

TASK NUMBER: 00019

TASK STATEMENT:

PREPARE OUT-SHIPMENTS

TASK NOTES:

RECOMMEND TRAINING IN THE 3-SKILL LEVEL COURSE DUE TO THE FOLLOWING:  
COST OF REPLACING ITEMS DUE TO BREAKAGE RESULTING FROM IMPROPER  
PACKING; COST AND TIME DELAYS INVOLVED WHEN SHIPMENTS ARE MISROUTED  
DUE TO IMPROPER LABELING; IMPORTANCE OF ENSURING DRUGS ARE PROPERLY  
LABELED, CONTROLLED, AND RECEIVED.

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

GOVERNMENT VEHICLES

MHE

PACKING MATERIEL

SHIPPING CONTAINERS

SHIPPING DOCUMENTS, I.E. AF FORM 127, DD FORM 1149, ETC.

SHIPPING LABELS, I.E. DD FORM 1387-2

REFERENCES:

AFM 67-1, VOL V, CHAP 12

AFM 67-1, VOL V, CHAP 26

AFM 67-43APPM

AFR 71-4

AFR 71-6

AFR 71-9

AFR 75-1

MANUFACTURER'S MANUAL

TO 00-85-9

CUES:

DIRECTED BY HIGHER HEADQUARTERS

RECEIPT OF SHIPPING DOCUMENT

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A SELECT PROPER PACKING MATERIEL AND CONTAINER  
A PACK THE ITEMS TO BE SHIPPED (G0293)  
A ANNOTATE APPROPRIATE ENTRIES ON SHIPPING LABELS AND DOCUMENTS  
A AFFIX APPROPRIATE LABELS TO THE SHIPPING CONTAINER (F0162, G0289)  
A INITIATE AF FORM 127, DD FORM 1149, OR OTHER SHIPPING  
DOCUMENTS (F0154, F0186)  
A DELIVER THE PROPERTY TO PROPER SHIPPING ACTIVITY (F0174, G0267)  
A OBTAIN REQUIRED SIGNATURES  
A FILE SIGNED DOCUMENT

**SKILLS:**

S OPERATE MHE (G0291)  
S OPERATE GOVERNMENT VEHICLES  
S USE PACKING MATERIEL  
S USE SHIPPING CONTAINER

**KNOWLEDGE:**

K ANNOTATE SHIPPING DOCUMENTS  
K APPLY FILING TECHNIQUES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY ENTRIES REQUIRED ON SHIPPING LABELS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0154	.67	2	1	1	9	4.13	2
F0162	1.44	1	2	4	9	5.25	2
F0174	1.89	5	7	7	10	4.22	2
F0186	3.53	19	26	32	40	4.33	7
G0267	2.04	29	29	29	19	3.46	2
G0289	2.09	22	19	17	11	3.98	2
G0291	2.97	33	34	33	35	4.53	15
G0293	2.10	22	28	27	20	4.24	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0154 COMPLETE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)  
F0162 COMPLETE DD FORMS 1387-2 (SPECIAL HANDLING DATA/  
CERTIFICATION)  
F0174 DELIVER HAZARDOUS OR DANGEROUS MATERIEL TO DISPOSAL  
ACTIVITY  
F0186 INITIATE DOCUMENTS FOR OUTSHIPMENTS  
G0267 DELIVER OUTSHIPMENTS TO SHIPPING ACTIVITIES  
G0289 MARK SHIPPING CONTAINERS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
G0293 PACK OR CRATE MATERIEL FOR OUTSHIPMENTS

**TASK NUMBER:** 00020

**TASK STATEMENT:**

MAINTAIN NONMEDICAL ITEM ISSUE AND RECEIPT INFORMAL DOCUMENT  
REGISTER (G0287)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 538  
AF FORM 2005  
CALCULATOR  
GSA CATALOG  
LOCAL NONMEDICAL TOOL KIT LOG BOOK  
MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 67-1, VOL V, CHAP 18  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

TURN-IN OF A MEDICAL REPAIRMAN'S KIT  
CUSTOMER REQUEST FOR NONMEDICAL MATERIEL  
REQUIREMENT FOR TOOL KIT

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:****TO ORDER**

A ANNOTATE LOCAL LOG BOOK WITH TOOL KIT REQUEST  
A CHECK GSA CATALOG TO VERIFY ITEM IS CARRIED AT BASE SUPPLY  
A CALL DEMAND PROCESSING TO PLACE REQUEST  
A PROCESS MASTER RECORD (EMR)  
A ESTABLISH DUE-IN (ESD)  
A PROCESS RECEIPT OF REQUISITION DUE-IN (RRD) UPON RECEIPT OF PROPERTY  
A PROCESS MASS RECEIPTS ON A PERCENTAGE BASIS  
A PREPARE AF FORM 538  
A UPDATE LOCAL LOG BOOK  
A MAINTAIN TOOL KIT LOG BOOK

**TO TURN-IN**

A PROCESS TURN-IN TRANSACTION TO PICK UP TOOL KIT ON MEDICAL MAINTENANCE CUSTODIAL RECORD (MAINTAINED UNDER MEMO)  
A STORE TOOL KIT  
A UPDATE LOG BOOK

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE AF FORMS 538 AND 2005  
K ANNOTATE LOG BOOK  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY MASS RECEIPT PROCEDURES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K IDENTIFY INFORMATION REQUIRED FOR MASS RECEIPTS  
K INTERPRET GSA CATALOG

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0287	2.29	12	13	13	6	4.11	7

**USAF JOB INVENTORY TASK STATEMENTS:**

G0287 MAINTAIN NONMEDICAL ITEM ISSUE AND RECEIPT INFORMAL LEDGERS

TASK NUMBER: 00021

TASK STATEMENT:

INSPECT ITEMS FOR SERVICEABILITY (G0281)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AFMLL  
APPLICABLE DD FORM 1500 SERIES TAGS AND LABELS  
MEDLOG COMPUTER SYSTEM  
NON-ROTATABLE DATED ITEM LIST (Y12, PART 1), MONTHLY  
NON-ROTATABLE DATED ITEM LIST (Y13, PART 2), QUARTERLY  
QUALITY ASSURANCE MESSAGES

REFERENCES:

AFM 67-1, VOL V, CHAP 19  
AFM 67-43APPM  
AFMLL  
HEALTH DEVICE ALERT (PUBLICATION)

CUES:

ITEM HAS REACHED REINSPECTION DATE  
RECEIPT OF PROPERTY

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A INSPECT TURN-INS FOR SERVICEABILITY (F0191, G0281)  
A PREPARE APPROPRIATE DD FORM 1500 TAGS OR LABELS  
A ANNOTATE AND ATTACH SERVICEABILITY TAG OR LABEL WHEN  
MATERIEL IS EQUIPMENT (F0141)  
A ANNOTATE AND ATTACH UNSERVICEABLE TAG TO ANY TURNED IN  
PROPERTY THAT IS UNSERVICEABLE (F0141)  
A INSPECT ITEMS THAT HAVE BEEN FLAGGED FOR REINSPECTION  
A VERIFY EXPIRATION DATES, SERVICEABILITY COMPROMISE, AND UI OF  
PROPERTY  
A CHECK PROPERTY FOR PHYSICAL DAMAGE, NOMENCLATURE, AND  
IDENTIFICATION  
A INSPECT SHIPMENTS FOR SERVICEABILITY  
A ANNOTATE AND FORWARD QUALITY ASSURANCE MESSAGE TO STOCK  
RECORDS AREA  
A PROCESS SUSPENDED TRANSACTION (ITT)  
A MOVE SUSPENDED ITEMS TO SUSPENDED AREA  
A ATTACH A SUSPENDED TAG TO MATERIEL  
A COORDINATE DATED ITEM SHELF LIFE EXTENSION TESTING WITH  
FDA (F0637)  
A ANNOTATE REINSPECTION DATES (G0256)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K DETERMINE SERVICEABILITY OF PROPERTY  
K IDENTIFY WHICH DD FORM 1500 SERIES IS APPROPRIATE TO USE  
K INTERPRET AFMLL  
K INTERPRET QA MESSAGES  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0141	.73	5	6	7	11	2.78	1
F0191	3.90	14	20	25	33	4.77	11
G0256	4.34	18	23	24	19	3.94	11
G0281	3.79	24	25	26	25	4.66	11
P0637	.70	1	2	2	10	5.91	2

**USAF JOB INVENTORY TASK STATEMENTS:**

F0141 ANNOTATE OR ATTACH EQUIPMENT STATUS LABELS OR TAGS SUCH AS  
DD FORMS 1574 (SERVICEABLE TAG-MATERIEL)  
F0191 INSPECT TURN-INS FOR SERVICEABILITY  
G0256 ANNOTATE REINSPECTION DATES ON MEDICAL SUPPLIES  
G0281 INSPECT ITEMS FOR SERVICEABILITY, OTHER THEN TURN-INS  
P0637 COORDINATE DATED ITEM SHELF LIFE EXTENSION TESTING WITH FDA



TASK NUMBER: 00022

TASK STATEMENT:

ESTABLISH SECURITY AND RESOURCE PROGRAMS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CONTROLLED AREA SIGNS  
DD FORMS 700, 701, & 702

REFERENCES:

AFM 67-1, VOL V, CHAP 25  
AFM 67-3  
AFOSH STANDARD 127-8  
AFR 125-37  
AFR 171-4  
DODR 4145.19-R-1

CUES:

ANNUALLY IN MARCH, PER DIRECTIVE  
NO-NOTICE SECURITY POLICE INSPECTION

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A PREPARE SECURITY AND RESOURCE PROTECTION PLAN (A0023)  
A DETERMINE SECURITY DESIGNATIONS FOR CONTROLLED SUBSTANCES  
(A0006, C0096)  
A ESTABLISH SAFEGUARDING PROCEDURES (C0075)  
A COORDINATE WITH SECURITY POLICE ON SAFEGUARDING PROCEDURES  
A DIRECT STORAGE, ISSUE, OR SAFEGUARDING OF SECURITY ITEMS  
(B0043)  
A POST SIGNS AND FORMS  
A BRIEF ALL PERSONNEL ON RESOURCE PROTECTION  
A ATTEND TRAINING AS REQUIRED  
A PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, OR  
DETERIORATION (G0296)  
A EVALUATE SECURITY AND RESOURCE PROGRAMS (C0081)

**KNOWLEDGE:**

K ANNOTATE APPLICABLE FORMS  
K APPLY TECHNICAL DATA  
K DETERMINE FORMS REQUIRED  
K DETERMINE SIGNS REQUIRED  
K DETERMINE THE LEVEL OF SECURITY REQUIRED  
K IDENTIFY AVAILABLE STORAGE  
K IDENTIFY ENVIRONMENTAL CONTROLS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
A0006	1.13	6	6	8	29	4.92	2
A0023	.40	3	4	4	14	5.81	2
B0043	1.50	7	7	12	40	5.39	2
C0075	.86	2	2	4	27	5.45	2
C0081	.51	3	3	4	18	5.50	2
C0096	.86	3	2	2	10	4.67	2
G0296	2.16	29	27	24	29	4.01	7

**USAF JOB INVENTORY TASK STATEMENTS:**

A0006 DETERMINE SECURITY DESIGNATIONS FOR CONTROLLED SUBSTANCES  
A0023 PLAN STORAGE SECURITY PROGRAMS  
B0043 DIRECT STORAGE, ISSUE, OR SAFEGUARDING OF SECURITY ITEMS  
C0075 EVALUATE MANAGEMENT OR HANDLING OF SECURITY ITEMS  
C0081 EVALUATE SECURITY PROGRAMS  
C0096 VERIFY PROPERTY ITEM SECURITY CLASSIFICATIONS  
G0296 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, OR  
DETERIORATION

**TASK NUMBER:** 00023

**TASK STATEMENT:**

CONDUCT REWAREHOUSING OPERATIONS (G0261)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CURRENT MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
HANDTOOLS  
LABEL MARKERS  
MEDLOG COMPUTER SYSTEM  
MHE  
SHELVING BINS

**REFERENCES:**

AFM 67-1, VOL V, CHAP 25  
AFM 167-230, SEC 6  
AFOSH 12-8  
DODR 4145.19-R-1  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

NEED SPACE FOR NEW LINE ITEMS.  
NEED TO CORRECT SAFETY DISCREPANCIES.  
NEED TO CORRECT OVERCROWDING.

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A DETERMINE TYPE OF REWAREHOUSING TO BE ACCOMPLISHED  
A COORDINATE REWAREHOUSING WITH WAREHOUSE PERSONNEL  
A SET UP BINS, RACKS, AND BAYS IAW AFOSH STANDARDS (G0315)  
A PLACE LOCATION CODES ON WAREHOUSE BINS, RACKS, AND BAYS  
(G0303)  
A PERFORM WAREHOUSE LOCATION UPDATES (G0295)  
A MOVE PROPERTY TO NEW LOCATION  
A STORE PROPERTY BY EXPIRATION DATES  
A PLACE HEAVIER ITEMS ON BOTTOM SHELVES  
A DOCUMENT CHANGES ON Y24

**SKILLS:**

S OPERATE LABEL MARKER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)  
S USE HANDTOOLS

**KNOWLEDGE:**

K ANNOTATE Y24  
K APPLY SAFETY PROCEDURES  
K APPLY SHELVING TECHNIQUES  
K APPLY TECHNICAL DATA  
K ENSURE PROPER SEQUENCING OF LOCATION CODES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0261	2.50	29	31	28	27	5.22	15
G0291	2.97	33	34	33	35	4.53	15
G0295	2.61	37	38	36	31	3.53	15
G0303	1.76	14	13	13	7	3.12	2
G0315	1.19	17	16	15	11	3.75	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0261 CONDUCT REWAREHOUSING OPERATIONS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT, (MHE) SUCH AS TUGS AND  
FORKLIFTS  
G0295 PERFORM LOCATION CODE UPDATES  
G0303 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS  
G0315 SET UP BINS, RACKS, OR BAYS

**TASK NUMBER: 00024**

**TASK STATEMENT:**

MAINTAIN BIOLOGICAL OR CHEMICAL WARFARE (BW/CW) EQUIPMENT (K0461)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CALCULATOR  
HAND TOOLS  
MEDLOG COMPUTER SYSTEM  
MHE  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
NON-REPORTABLE DATED ITEM LIST (YI2), MONTHLY  
PACKING INVENTORY LIST  
QA RECORD LIST  
QA/INSPECTION LIST  
SHELVING  
TYPEWRITER  
WRM REQUIREMENTS LIST  
WRM VALIDATION LIST

**REFERENCES:**

AFM 67-1, VOL V, CHAP 15  
AFM 167-230, SEC 15 AND 19  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

REQUIREMENT FOR BW/CW EQUIPMENT FOR MASS DEPLOYMENT  
REQUIREMENT FOR INDIVIDUAL ISSUE OF BW/CW EQUIPMENT

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A COORDINATE MANPOWER STATISTICS BETWEEN BASE AND HQ  
A CALCULATE SUGGESTED LEVELS FOR OPERATING PLAN  
A RECEIVE FUNDS FROM HQ, VIA MESSAGE  
A DETERMINE STOCK NUMBER REQUIREMENTS FOR BW/CW PROGRAM  
A PURCHASE REQUIRED SHORTAGES, VIA MEDLOG  
A SETUP BINS, RACKS, OR BAYS (G0315)  
A RECEIVE ASSETS  
A INPUT QA INFORMATION INTO MEDLOG  
A PLACE EQUIPMENT IN WAREHOUSE STORAGE LOCATION CODE  
A MAINTAIN QA USING VARIOUS COMPUTER LISTINGS  
A MAINTAIN SERVICEABILITY OF ASSETS USING QA LISTINGS

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)  
S OPERATE TYPEWRITER  
S USE HANDTOOLS

**KNOWLEDGE:**

K APPLY MATHEMATICAL SKILLS  
K APPLY QA PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY SHELVING TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY CORRECT STORAGE LOCATION FOR ASSETS  
K IDENTIFY LOT NUMBER, STOCK NUMBER, ETC...  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15
G0315	1.19	17	16	15	11	3.75	2
K0461	1.19	3	5	6	14	5.45	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
G0315 SET UP BINS, RACKS, OR BAYS  
K0461 MAINTAIN CHEMICAL OR BIOLOGICAL WARFARE (CW/BW) EQUIPMENT

**TASK NUMBER: 00025**

**TASK STATEMENT:**

MAINTAIN MEDICAL KITS

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CRIMPING TOOL  
DD FORM 1574  
INSPECTION TAGS (AFTO FORM 104)  
INVENTORY LIST  
MEDLOG COMPUTER SYSTEM  
RESUPPLY ITEMS  
SEALING MACHINE  
SUSPENDED ITEM LIST  
WIRE LEAD SEAL  
ZIPLOCK BAGS  
3/4" NYLON TAPE

**REFERENCES:**

AFM 67-1, VOL V, CHAP 23  
AFM 67-43APPM  
TO 00-35A-39

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

MISSION REQUIREMENTS FOR MAINTENANCE AND LIFE SUPPORT  
TO MAINTAIN SERVICEABILITY OF KITS  
TURN-IN OF UNSERVICEABLE KITS

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A ORDER FIRST AID/SURVIVAL KITS (G0292)  
A RECEIVE KITS FROM MAINTENANCE OR LIFE SUPPORT UNITS  
A INSPECT AND REPACK FIRST AID/SURVIVAL KITS (G0279)  
A COMPARE KIT ITEMS AGAINST SUSPENDED LIST AND INVENTORY LIST  
A REPLACE MISSING OR OUTDATED ITEMS  
A REPAIR BROKEN HANDLES ON CONTAINERS  
A COMPLETE AND ATTACH AFTO FORM 104 AND DD FORM 1574 (F0161)  
A REISSUE FIRST AID OR SURVIVAL KITS (G0305)  
A MAINTAIN A BENCH STOCK OF KIT ITEMS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE SEALING MACHINE  
S USE CRIMPING TOOL  
S USE INSPECTION TAGS  
S USE TAPE  
S USE WIRE LEAD SEAL  
S USE ZIPLOCK BAGS AS REQUIRED TO STORE ITEMS IN KIT

**KNOWLEDGE:**

K ANNOTATE AFTO FORM 104 AND DD FORM 1574  
K APPLY TECHNICAL DATA  
K ENSURE PROPER SUPPLIES ARE INSPECTED TO SATISFY NEW REQUIREMENTS  
K IDENTIFY ITEMS WITH EXPIRATION DATES  
K IDENTIFY MISSING ITEMS USING KIT CHECKLIST  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0161	3.81	21	21	22	17	3.18	11
G0279	4.13	33	29	29	16	4.48	11
G0292	2.57	15	17	19	13	4.24	7
G0305	2.70	23	22	23	12	3.53	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0161 COMPLETE AND ATTACH AFTO FORMS 104 (FIRST AID/SURVIVAL KIT INSPECTION CERTIFICATE)  
G0279 INSPECT AND REPACK FIRST AID OR SURVIVAL KITS  
G0292 ORDER FIRST AID OR SURVIVAL KIT COMPONENT PARTS  
G0305 REISSUE FIRST AID OR SURVIVAL KITS



TASK NUMBER: 00026

TASK STATEMENT:

MAINTAIN COMPRESSED GASES (G0275)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 1991  
COLOR CODING CHART  
CYLINDER TRANSPORT CART  
FULL/EMPTY TAGS  
NON-SPARKING CYLINDER WRENCH  
OXYGEN ANALYZER  
PRESSURE GAUGE  
STRAPS AND CHAINS

REFERENCES:

AFM 67-1, VOL V, CHAP 23  
AFOSH 127-8  
AFR 67-12  
TO 42B6-1-1

CUES:

MONTHLY INSPECTIONS IAW REGULATIONS  
RECEIPT OF EMPTY CYLINDER  
SELF INITIATED PERIODIC CHECKS

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A PICKUP OR RECEIVE GAS CYLINDERS FROM CONTRACTOR  
A SWAP GAS CYLINDERS ON A ONE FOR ONE BASIS  
A COMPARE CYLINDER TO COLOR CODING CHART  
A CHECK HYDROSTATIC TEST DATE  
A PERFORM COMPRESSED GAS PURITY CHECKS (G0294)  
A ATTACH COMPRESSED GAS CYLINDERS TAGS (G0257)  
A PLACE COMPRESSED GAS CYLINDERS IN STORAGE (G0300)  
A CHANGE OUT COMPRESSED GAS CYLINDERS AS REQUIRED (G0258)  
A INVENTORY COMPRESSED GAS CYLINDERS (M0521)

**ACTIVITIES:**

A CHECK CYLINDER PRESSURE AS REQUIRED  
A DISPOSE OF CYLINDERS AS REQUIRED IAW AFR 67-12  
A SECURE CYLINDERS AS REQUIRED

**SKILLS:**

S OPERATE OXYGEN ANALYZER TO MEASURE GAS PURITY  
S OPERATE PRESSURE GAUGE AND CYLINDER WRENCH TO CHECK PRESSURE  
S USE CHAINS AND STRAPS  
S USE CYLINDER TRANSPORT CART

**KNOWLEDGE:**

K ANNOTATE DD FORM 1991  
K ANNOTATE FULL/EMPTY TAGS  
K APPLY CYLINDER HANDLING TECHNIQUES  
K APPLY PROPER STORAGE PROCEDURES OF GASES  
K APPLY SAFETY PROCEDURES  
K APPLY SWAPPING PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET COLOR CODING CHART

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0257	2.99	22	23	20	12	3.21	7
G0258	2.39	27	26	23	13	4.02	7
G0275	1.89	29	27	25	14	3.66	2
G0294	1.87	10	12	13	6	5.04	2
G0300	2.19	27	25	24	16	3.55	7
M0521	.96	6	4	2	1	4.16	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0257 ATTACH COMPRESSED GAS CYLINDER TAGS  
G0258 CHANGE OUT COMPRESSED GAS CYLINDERS  
G0275 MAINTAIN COMPRESSED GASES  
G0294 PERFORM COMPRESSED GAS PURITY CHECKS  
G0300 PLACE COMPRESSED GAS CYLINDERS IN STORAGE  
M0521 INVENTORY OR RESTOCK WARDS WITH COMPRESSED GAS CYLINDERS

**TASK NUMBER:** 00027

**TASK STATEMENT:**

PROCESS DESTRUCTIONS

**TASK NOTES:**

E-7 OR ABOVE MUST PERFORM THIS TASK (BY REGULATION)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AFMLL  
DESTRUCTION DOCUMENT  
DESTRUCTION TOOLS (INCINERATOR, ETC...)  
HANDTOOLS  
MEDLOG COMPUTER SYSTEM  
MHE

**REFERENCES:**

AFM 67-1, VOL V, CHAP 12  
AFM 167-230, SEC 12  
MANUFACTURER'S MANUAL  
STATE AND FEDERAL LAWS

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

TURN-INS FROM THE PHARMACY  
DETERIORATION OF SUPPLIES IN STOCK  
NOTIFICATION FROM AFMLO

**CONSTRAINTS:**

LACK OF GUIDANCE FROM BIOENVIRONMENTAL ENGINEER  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A VERIFY AUTHORIZATION FOR DESTRUCTION  
A PROCESS TRANSACTIONS  
A FILE SUSPENSE COPY  
A COORDINATE WITH BIOENVIRONMENTAL FOR METHOD OF DESTRUCTION  
(B0033, P0640)  
A SCHEDULE WITNESS AND DESTRUCTION OFFICER TO OBSERVE THE  
DESTRUCTION OF MEDICAL ITEMS (A0027)  
A PERFORM DESTRUCTIONS (F0205, G0270)  
A COMPLETE DESTRUCTION DOCUMENT (H0317)  
A REVIEW DESTRUCTION DOCUMENTS BEFORE FILING (L0509)  
A FILE COMPLETED DESTRUCTION DOCUMENTS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)  
S USE DESTRUCTION TOOLS  
S USE HANDTOOLS

**KNOWLEDGE:**

K ANNOTATE DESTRUCTION DOCUMENTS  
K APPLY FILING TECHNIQUES  
K APPLY LOCAL DESTRUCTION PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K DETERMINE NEED FOR DESTRUCTION  
K INTERPRET AFMLL

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
A0027	.66	3	5	11	32	4.00	2
B0033	1.56	3	7	16	32	4.37	2
F0205	2.67	16	18	22	29	4.17	7
G0270	2.14	16	20	19	22	4.13	7
G0291	2.97	33	34	33	35	4.53	15
H0317	3.56	7	13	20	30	4.23	7
L0509	2.26	5	8	13	23	4.43	7
P0640	.50	0	1	1	2	6.35	2

**USAF JOB INVENTORY TASK STATEMENTS:**

A0027 SCHEDULE WITNESSES TO OBSERVE MEDICAL ITEM DESTRUCTION  
B0033 COORDINATE MEDICAL SUPPLY DESTRUCTION METHODS WITH BIO-  
ENVIRONMENTAL ENGINEERS  
F0205 PERFORM DESTRUCTION REQUESTS  
G0270 DESTROY NONREPORTABLE MEDICAL EXCESS OR UNSERVICEABLE  
ITEMS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
H0317 ANNOTATE OR COMPLETE DESTRUCTION DOCUMENTS  
L0509 REVIEW DESTRUCTION DOCUMENTS  
P0640 DETERMINE DISPOSAL METHODS FOR PATHOLOGICAL OR CONTAMINATED  
WASTE

TASK NUMBER: 00028

TASK STATEMENT:

MAINTAIN WAREHOUSE EQUIPMENT (G0297, G0298)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 638  
AF FORM 1800  
DISINFECTANT  
EYE WASH STATIONS  
FIRE EXTINGUISHERS  
FREEZER  
GOVERNMENT VEHICLES  
GREASE GUN  
HANDTOOLS  
LOCAL CHECKLIST  
MHE  
PALLETS  
RAGS  
REFRIGERATOR  
SCALES  
SCRUB BRUSHES  
SHELVING  
SOAP  
TIRE PRESSURE GAUGE  
WAX

REFERENCES:

AFM 67-1, VOL V, CHAP 27  
AFR 20-14  
AFR 77-4  
AFR 77-310  
AFR 168-4  
LOCAL OI  
MANUFACTURER'S MANUAL

CUES:

PREPARATION FOR OPERATION OR USE OF EQUIPMENT  
MAINTENANCE AS REQUIRED IAW LOCAL OI

## STANDARDS:

### IAW REFERENCES

## ACTIVITIES:

- A PERFORM OPERATOR MAINTENANCE ON WAREHOUSE EQUIPMENT (G0297)
- A WASH AND WAX VEHICLES
- A CHECK OIL, WASHER FLUID, ETC., ON VEHICLES IAW AF FORM 1800
- A CHECK HYDRAULIC FLUID, TIRE PRESSURE, BATTERIES, ETC., IAW LOCAL CHECKLIST
- A ENSURE AF FORM 1800 IS SIGNED DAILY
- A TAKE VEHICLES TO TRANSPORTATION FOR PERIODIC MAINTENANCE (G0298)
- A MAINTAIN WEIGHING SCALES
- A ENSURE CALIBRATION OF SCALES IS DONE IAW CONTRACT
- A PERFORM MAINTENANCE ON EYE WASH STATIONS
- A CHANGE WATER IN EYE WASH STATION, AT LEAST QUARTERLY
- A CHECK PRESSURE LEVEL OF FIRE EXTINGUISHERS
- A PERFORM FIRE EXTINGUISHER MAINTENANCE
- A MAINTAIN BINS AND SHELVES
- A PERFORM REFRIGERATOR MAINTENANCE
- A PERFORM FREEZER MAINTENANCE
- A MONITOR REFRIGERATED STORAGE AREA
- A SUBMIT WORK ORDER TO C.E. TO CHANGE COOLANT, AS REQUIRED

## SKILLS:

- S OPERATE GREASE GUN
- S OPERATE MHE (G0291)
- S OPERATE SCALE
- S OPERATE TIRE PRESSURE GAUGE
- S OPERATE GOVERNMENT VEHICLES
- S USE APPROPRIATE CLEANING SUPPLIES (I.E. SOAP, RAGS, WAX, ETC.)
- S USE HANDTOOLS
- S USE LOCAL CHECKLIST
- S USE PALLETS

## KNOWLEDGE:

- K ANNOTATE AF FORM 638
- K ANNOTATE AF FORM 1800
- K APPLY MAINTENANCE STANDARDS ON EYE WASH STATION, FREEZER, AND REFRIGERATOR
- K APPLY SAFETY PROCEDURES
- K APPLY SHELVING TECHNIQUES
- K APPLY TECHNICAL DATA
- K ENSURE FIRE EXTINGUISHERS HAVE APPROPRIATE LEVELS OF PRESSURE

RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15
G0297	1.69	14	13	13	12	4.10	2
G0298	1.36	16	13	9	11	4.10	2

USAF JOB INVENTORY TASK STATEMENTS:

G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
G0297 PERFORM OPERATOR MAINTENANCE ON WAREHOUSE EQUIPMENT  
G0298 PERFORM PREVENTIVE MAINTENANCE ON WAREHOUSE EQUIPMENT



TASK NUMBER: 00029

**TASK STATEMENT:**

PERFORM DATED ITEM RECONCILIATION

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

DATED ITEM RECONCILIATION LIST (X07)  
MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 167-230, SEC 13  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF X07 LISTING OR AS REGULATIONS REQUIRE

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A INVENTORY QUANTITY AND REINSPECTION OR EXPIRATION  
DATES OF ITEMS ON X07  
A UPDATE EXPIRATION DATES ON APPLICABLE ITEMS (G0256)  
A COORDINATE DATED ITEM SHELF LIFE EXTENSION TESTING WITH FDA (P0637)  
A PROCESS "DCJ" TRANSACTION TO ADJUST DATED ITEM BALANCE  
A PROCESS CORRECTIVE ACTION, AS REQUIRED  
A RESEARCH FOR QUANTITY OUT-OF-BALANCE CONDITION

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY DATED ITEM PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0256	4.34	18	23	24	19	3.94	11
P0637	.70	1	2	2	10	5.91	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0256 ANNOTATE REINSPECTION DATES ON MEDICAL SUPPLIES  
P0637 COORDINATE DATED ITEM SHELF LIFE EXTENSION TESTING WITH  
FEDERAL DRUG ADMINISTRATION (FDA)

**TASK NUMBER:** 00030

**TASK STATEMENT:**

DETERMINE EQUIPMENT REQUIREMENTS

**TASK NOTES:**

BCAS IS CONTROLLED BY THE BASE CONTRACTING OFFICE AND ACCESSED  
BY MEDICAL SUPPLY PERSONNEL

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 601  
BCAS  
CALCULATOR  
DOCUMENT REGISTER  
LETTER OF EXPLANATION  
MEDLOG COMPUTER SYSTEM  
REPORT OF MEDICAL/NONMEDICAL IN-USE EQUIPMENT REPORT (Y17)  
3-YEAR BUDGET REPLACEMENT SCHEDULE

**REFERENCES:**

AFM 67-1, VOL V, CHAP 18  
AFM 67-1, VOL V, CHAP 21  
AFM 167-230, SEC 18  
AFM 167-230, SEC 24  
AFR 167-11  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF EQUIPMENT REQUIREMENTS

**CONSTRAINTS:**

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A COORDINATE 3-YEAR BUDGET REPLACEMENT SCHEDULES WITH ACTION AGENCIES (J0408)  
A RECEIVE NEW REQUESTS FROM CUSTODIANS VIA AF FORM 601  
A DETERMINE COST EFFECTIVENESS (RENTAL VERSUS PURCHASE)  
A DETERMINE WHICH BUYING PROGRAM TO USE (FASCAP OR CSIP)  
A VALIDATE AF FORM 601 AGAINST CHECKLIST (F0216)  
A MAINTAIN BLOCK 4 OF THE DOCUMENT REGISTER  
A FORWARD AF FORM 601 TO THE ERAA COMMITTEE  
A VALIDATE THE AF FORM 601 PACKAGE  
A DRAFT A LETTER THAT EXPLAINS THE LISTINGS  
A COORDINATE WITH THE MER UNIT  
A ORDER EQUIPMENT WHEN APPROVED  
A SEND DISAPPROVED AF FORM/601'S BACK TO CUSTOMER  
A VALIDATE 3-YEAR BUDGET REPLACEMENT SCHEDULES (J0434)

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM  
S USE BCAS

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K INTERPRET AF FORM 601  
K INTERPRET LETTER OF EXPLANATION  
K INTERPRET LISTINGS  
K INTERPRET 3-YEAR BUDGET REPLACEMENT SCHEDULE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0216	3.70	7	9	14	22	5.96	11
J0408	2.69	3	4	8	19	6.31	7
J0434	2.43	3	4	7	20	6.36	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0216 PROCESS AF FORMS 601 (EQUIPMENT ACTION REQUEST)  
J0408 COORDINATE 3-YEAR BUDGET REPLACEMENT SCHEDULES WITH ACTION AGENCIES  
J0434 VALIDATE 3-YEAR BUDGET REPLACEMENT SCHEDULES

**TASK NUMBER: 00031**

**TASK STATEMENT:**

RESEARCH EQUIPMENT REQUIREMENTS

**TASK NOTES:**

FEDLOG COMPUTER SOFTWARE MAY BE USED ON THE MEDLOG COMPUTER SYSTEM.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORMS 601  
APPLICABLE TAs  
COMPUTER  
FEDLOG COMPUTER SOFTWARE  
HISTORICAL MAINTENANCE REPORT  
MEDICAL DEVICE REGISTER  
MEDLOG COMPUTER SYSTEM  
MICROFICHE AND MICROFICHE VIEWER  
REPORT OF MEDICAL/NONMEDICAL IN-USE EQUIPMENT LIST (Y17)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 18  
AFM 67-1, VOL V, CHAP 21  
AFM 167-230, SEC 18  
AFR 87-5  
MAINTENANCE DATA LIST  
MANUFACTURER'S MANUAL  
VENDOR LITERATURE

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF AF FORM 601

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A VALIDATE THE AF FORM 601 (F0261)  
A RESEARCH AUTHORIZATION IAW REFERENCES (J0429, J0435)  
A UPDATE THE AF FORM 601 WITH ANY NEW INFORMATION (F0142)

**SKILLS:**

S OPERATE COMPUTER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MICROFICHE VIEWER  
S USE APPLICABLE TAs  
S USE FEDLOG COMPUTER SOFTWARE

**KNOWLEDGE:**

K ANNOTATE AF FORM 601  
K APPLY TECHNICAL DATA  
K INTERPRET HISTORICAL MAINTENANCE REPORT  
K INTERPRET MEDICAL DEVICE REGISTER  
K INTERPRET Y17  
K INTERPRET MICROFICHE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0142	4.23	12	17	26	43	5.46	11
F0216	3.70	7	9	14	22	5.96	11
J0429	2.76	3	4	7	12	5.45	7
J0435	3.07	4	6	8	16	5.28	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0142 ANNOTATE OR COMPLETE AF FORMS 601 (EQUIPMENT ACTION REQUESTS)  
F0216 PROCESS AF FORMS 601 (EQUIPMENT ACTION REQUEST)  
J0429 RESEARCH EQUIPMENT ALLOWANCE PUBLICATIONS  
J0435 VERIFY EXISTING AUTHORIZATIONS WITH TA

TASK NUMBER: 00032

TASK STATEMENT:

COORDINATE NONMEDICAL EQUIPMENT REQUIREMENTS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 601  
AF FORM 3215  
APPLICABLE TAs  
DD FORM 1391  
DISTRIBUTION ENVELOPES  
NONMEDICAL IN-USE EQUIPMENT REPORT (Q7135)

REFERENCES:

AFM 67-1, VOL V, CHAP 18  
AFR 6-1  
AFR 12-20  
AFR 12-40  
AFR 173-15  
AFR 700-18  
AFR 700-26  
AFR 700-32, VOL I

CUES:

REQUEST FOR EQUIPMENT

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A IDENTIFY EQUIPMENT THAT REQUIRES OUT-OF-HOUSE COORDINATION  
A CONTACT CUSTOMER FOR COORDINATION  
A PREPARE ADDITIONAL FORMS AND COORDINATE AS REQUIRED (F0142, F0216,  
(J0398, J0401, J0403)  
A FORWARD FORMS TO APPROPRIATE AGENCY  
A VALIDATE EQUIPMENT REQUIREMENTS

**SKILLS:**

S USE APPLICABLE TA  
S USE DISTRIBUTION ENVELOPES

**KNOWLEDGE:**

K ANNOTATE AF FORMS 601, 3215, AND DD FORM 1391  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY CORRECT AGENCY FOR COORDINATION  
K INTERPRET THE Q7135

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0142	4.23	12	17	26	43	5.46	11
F0216	3.70	7	9	14	22	5.96	11
J0398	2.13	3	4	7	15	5.75	7
J0401	1.84	1	3	5	12	5.01	2
J0403	.77	1	2	3	5	5.25	2
J0433	2.31	3	5	8	19	5.77	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0142 ANNOTATE OR COMPLETE AF FORMS 601 (EQUIPMENT ACTION REQUESTS)  
F0216 PROCESS AF FORMS 601 (EQUIPMENT ACTION REQUEST)  
J0398 COORDINATE COMMUNICATION EQUIPMENT REQUIREMENTS WITH COMMUNICATIONS OFFICE  
J0401 COORDINATE FILING CABINET OR PRINTING EQUIPMENT REQUIREMENTS WITH BASE ADMINISTRATION OFFICES  
J0403 COORDINATE NEW EQUIPMENT REQUESTS WITH AEROMEDICAL AIRLIFT WING (AAW) SUPPLY OR MEDICAL TECHNICIANS  
J0433 VALIDATE EQUIPMENT REQUIREMENTS



**TASK NUMBER:** 00033

**TASK STATEMENT:**

PROCESS AF FORMS 601 (EQUIPMENT ACTION REQUEST) (F0216)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 601  
MEDLOG COMPUTER SYSTEM  
MINUTES FROM THE ERAA COMMITTEE  
NON-FUNDED LIST  
VENDOR LITERATURE

**REFERENCES:**

AFM 67-1, VOL V, CHAP 18, ATCH B-5  
AFM 167-230, SEC 18  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

REQUIRED COORDINATION/APPROVAL FROM IN-HOUSE AND  
HIGHER HEADQUARTERS

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A COORDINATE NEW EQUIPMENT REQUESTS WITH FACILITY MANAGERS  
(J0404)  
A COORDINATE NEW EQUIPMENT REQUESTS WITH MEDICAL EQUIPMENT  
REPAIR (MER) (J0405)  
A FORWARD AF FORM 601 TO THE ERAA COMMITTEE FOR RECOMMENDED  
APPROVAL/DISAPPROVAL ACTION (P0650)

**ACTIVITIES:**

A FORWARD AF FORM 601 TO COMMANDER FOR APPROVAL/DISAPPROVAL, IF APPLICABLE  
A FORWARD AF FORM 601 TO HIGHER HEADQUARTERS, AS NEEDED (F0180)  
A PRIORITIZE THE UNFUNDED REQUIREMENTS (EXPENSE/INVESTMENT)  
A UPDATE EQUIPMENT RECORDS (J0432)  
A FILE AF FORM 601  
A UPDATE APPROVED, NON-FUNDED LIST

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE VENDOR LITERATURE

**KNOWLEDGE:**

K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY NEED FOR HIGHER HEADQUARTER APPROVAL OF AF FORM 601  
K INTERPRET LISTINGS  
K INTERPRET MINUTES  
K VERIFY ENVIRONMENTAL STANDARDS FOR EQUIPMENT ORDERED

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0180	2.43	5	7	12	23	5.03	7
F0216	3.70	7	9	14	22	5.96	11
J0404	2.81	2	5	10	20	4.85	7
J0405	3.04	4	6	11	19	4.73	7
J0432	3.40	4	7	11	18	5.05	7
P0650	.11	0	1	1	4	6.10	2

**USAF JOB INVENTORY TASK STATEMENTS:**

F0180 DISTRIBUTE INVESTMENT AF FORMS 601 (EQUIPMENT ACTION REQUEST) TO MAJOR COMMANDS  
F0216 PROCESS AF FORMS 601 (EQUIPMENT ACTION REQUEST)  
J0404 COORDINATE NEW EQUIPMENT REQUESTS WITH FACILITY MANAGERS  
J0405 COORDINATE NEW EQUIPMENT REQUESTS WITH MER ACTIVITIES  
J0432 UPDATE EQUIPMENT RECORDS  
P0650 INFORM HOSPITAL EXECUTIVE STAFF OF FACILITY EQUIPMENT REQUIREMENTS

**TASK NUMBER:** 00034

**TASK STATEMENT:**

ESTABLISH EQUIPMENT FILES

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORMS 80, 82  
FILING CABINET  
FOLDERS

**REFERENCES:**

AFM 67-1, VOL V, CHAP 4  
AFM 67-1, VOL V, CHAP 18  
AFM 167-230, SEC 4  
AFM 167-230, SEC 18  
AFR 12-20  
AFR 12-50, VOL II

**CUES:**

CHANGE IN EQUIPMENT CUSTODIANS  
CHANGE IN EQUIPMENT REQUIREMENTS  
SET UP OF NEW EQUIPMENT ACCOUNT

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A IDENTIFY EQUIPMENT CUSTODIANS  
A PREPARE SIX PART FOLDER  
A ESTABLISH APPOINTMENT LETTERS  
A INITIATE AF FORM 82  
A PREPARE A FOLDER FOR EACH CONTRACT WRITTEN, IAW CHAP 18  
A ESTABLISH FILE AREAS  
A PREPARE EQUIPMENT CUSTODIAN FILES  
A PREPARE SOURCE DOCUMENTS FILES  
A PREPARE LITERATURE AND OTHER FILES, AS APPLICABLE  
A FILE FOLDERS

**SKILLS:**

S USE FILING CABINET  
S USE FOLDERS

**KNOWLEDGE:**

• K ANNOTATE AF FORMS 80 AND 82  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA

TASK NUMBER: 00035

TASK STATEMENT:

PROCESS MAINTENANCE REPAIR ACTIONS

TASK NOTES:

NONMEDICAL MAINTENANCE IS CONTRACTED OUT

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 9  
AF FORM 36  
CALCULATOR  
CONTRACT MAINTENANCE WORKSHEET  
DD FORM 250  
DD FORM 1149  
DD FORM 1155  
DD FORM 1348-1  
GOVERNMENT VEHICLES  
HISTORICAL DATA  
MHE  
PACKING MATERIELS  
TYPEWRITER

REFERENCES:

AFM 67-1, VOL V, CHAP 4  
AFM 67-1, VOL V, CHAP 16  
AFM 67-1, VOL V, CHAP 21  
AFR 168-4, CHAP 9  
AFR 70-18  
LOCAL OI  
MANUFACTURER'S MANUAL

CUES:

BROKEN EQUIPMENT  
SCHEDULED CALIBRATION  
MODIFICATION ON EQUIPMENT  
INSTALLATION OF NEW EQUIPMENT  
RECEIPT OF MAINTENANCE REQUEST FORM (MEDICAL EQUIPMENT ONLY)  
TURN-IN OF EQUIPMENT

## STANDARDS :

### IAW REFERENCES

## ACTIVITIES :

- A INITIATE AF FORM 9 OR ANNOTATE REQUEST FOR OFF-BASE EQUIPMENT REPAIR (DD FORM 250 OR DD FORM 1155) (J0414)
- A EVALUATE MAINTENANCE ON REPAIR REQUESTS (F0648)
- A INITIATE AF FORM 36
- A LOG INFORMATION FROM AF FORM 9 IN INFORMAL LOG
- A OBTAIN O&M FUNDING FOR REPAIR
- A OBTAIN PURCHASE ORDER NUMBER FROM CONTRACTING
- A PREPARE ITEM FOR SHIPMENT/PICK-UP, USING DD FORM 1149 AND HISTORICAL DATA
- A COMPUTE MRA IAW CHAP 21
- A PACK ITEMS FOR SHIPMENT USING APPROPRIATE PACKING MATERIEL
- A FORWARD EQUIPMENT BY APPROPRIATE MEANS (F0173)
- A OBTAIN SIGNATURE OF RECEIVING CLERK
- A PERFORM FOLLOW-UP ACTION ON DUE-INS

## SKILLS :

- S OPERATE CALCULATOR
- S OPERATE MHE (G0291)
- S OPERATE TYPEWRITER
- S OPERATE GOVERNMENT VEHICLES
- S USE PACKING MATERIEL

## KNOWLEDGE :

- K ANNOTATE FORMS
- K ANNOTATE CONTRACT MAINTENANCE WORKSHEET
- K APPLY MATHEMATICAL SKILLS
- K APPLY SAFETY PROCEDURES
- K APPLY TECHNICAL DATA
- K DETERMINE SOURCE FOR REPAIR
- K INTERPRET HISTORICAL DATA

## RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0173	1.14	7	6	10	9	3.36	2
G0291	2.97	33	34	33	35	4.53	15
J0414	2.19	2	5	8	15	5.29	7
P0648	.11	0	1	1	3	6.75	2

**USAF JOB INVENTORY TASK STATEMENTS:**

F0173 DELIVER EQUIPMENT TO OFF BASE CONTRACTORS FOR REPAIR  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
J0414 INITIATE OR ANNOTATE REQUESTS FOR OFF-BASE EQUIPMENT  
REPAIR  
P0648 EVALUATE MAINTENANCE ON REPAIR REQUESTS

TASK NUMBER: 00036

TASK STATEMENT:

MAINTAIN EQUIPMENT SOURCE FILES

TASK NOTES:

THESE FILES WILL BE MAINTAINED FOR EXPENSE AND INVESTMENT

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 9  
AF FORM 601  
AF FORM 1297  
CUSTODIAL ACTION LETTERS  
CUSTODIAL APPOINTMENT LETTERS  
CUSTODIAN RECEIPT LOCATOR LIST (Z06)  
DD FORM 1155  
DD FORM 1348-1  
FILE CABINET  
MISCELLANEOUS FILES  
VENDOR LITERATURE

REFERENCES:

AFM 67-1, VOL V , CHAP 4  
AFM 67-1, VOL V , CHAP 18  
AFM 167-230, SEC 4  
AFM 167-230, SEC 18  
AFR 12-50, VOL II  
APPLICABLE TAs  
LOCAL OI

CUES:

NEED TO UPDATE SOURCE FILES OR REORGANIZE

STANDARDS:

IAW REFERENCES



## ACTIVITIES:

- A FILE CUSTODIAL ACTION LISTS
- A FILE CUSTODY RECEIPT LOCATOR LIST
- A FILE AF FORM 601
- A FILE AF FORM 9
- A FILE DD FORM 1155 AND MODIFICATIONS
- A FILE RECEIVING REPORTS
- A FILE CUSTODIAL APPOINTMENT LETTERS
- A FILE AF FORM 1297
- A MAINTAIN DD FORM 1348-1 AND DD FORM 1155 FILES
- A MAINTAIN EQUIPMENT CUSTODIAN FILES (J0423)
- A MAINTAIN REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LIST FILES (J0425)
- A MAINTAIN MANUFACTURERS MEDICAL AND NONMEDICAL EQUIPMENT ITEM BROCHURES (J0424)
- A MAINTAIN CONTRACT FOLDERS (N0574)
- A MAINTAIN SOLE SOURCE OR BRAND NAME JUSTIFICATION (N0576)
- A MAINTAIN AF FORM 601 FILES
- A MAINTAIN MISCELLANEOUS FILES AS THEY BECOME AVAILABLE
- A MAINTAIN INVENTORY ADJUSTMENT FILES
- A MAINTAIN APPLICABLE TAs
- A DISTRIBUTE REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS (J0411)
- A FILE PERMANENT COPIES OF LISTS
- A OBTAIN HIGHER HEADQUARTERS APPROVAL FOR REPORT OF MEDICAL/NON-MEDICAL IN-USE EQUIPMENT LIST FILES
- A FILE MANUFACTURERS LITERATURE AS RECEIVED
- A DISPOSE OF OUTDATED LITERATURE AS APPROPRIATE
- A FILE COMPLETED SOURCE DOCUMENTS IN APPROPRIATE FOLDER
- A FILE INITIAL AF FORM 601 IN "AWAITING APPROVAL" FOLDER.  
(TRANSFER AS ACTIONS OCCUR)
- A REVIEW ANNUAL CONTRACTING LIST FOR VALIDITY

## SKILLS:

- S USE VENDOR LITERATURE

## KNOWLEDGE:

- K APPLY FILING TECHNIQUES
- K APPLY TECHNICAL DATA
- K INTERPRET CUSTODIAL LETTERS
- K INTERPRET FORMS
- K INTERPRET LISTINGS
- K INTERPRET FILES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
J0411	1.81	3	6	9	22	4.24	2
J0423	3.89	4	8	12	21	5.21	11
J0424	1.64	4	6	9	13	4.20	2
J0425	2.61	3	6	10	18	4.46	7
N0574	3.94	12	12	15	13	4.60	11
N0576	1.96	3	3	5	5	4.45	2

**USAF JOB INVENTORY TASK STATEMENTS:**

J0411 DISTRIBUTE REPORT OF MEDICAL AND NONMEDICAL IN-USE  
EQUIPMENT LISTS (RCS HAF-SGS (Q) 7135)  
J0423 MAINTAIN EQUIPMENT CUSTODIAN FILES  
J0424 MAINTAIN MANUFACTURERS MEDICAL AND NONMEDICAL EQUIPMENT  
ITEM BROCHURES  
J0425 MAINTAIN REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT  
LIST FILES  
N0574 MAINTAIN CONTRACT FOLDERS  
N0576 MAINTAIN SOLE SOURCE OR BRAND NAME JUSTIFICATION

**TASK NUMBER:** 00037

**TASK STATEMENT:**

PROCESS EQUIPMENT REQUISITIONS (E0127)

**TASK NOTES:**

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY MEDICAL SUPPLY PERSONNEL.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 9  
AF FORM 601 PACKAGE  
BCAS  
DD FORM 1155  
FINANCIAL LISTINGS  
MEDLOG COMPUTER SYSTEM  
ORDER FORMS  
TYPEWRITER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 8  
AFM 67-1, VOL V, CHAP 16  
AFM 67-1, VOL V, CHAP 18  
AFM 167-230, SEC 8  
AFM 167-230, SEC 16  
AFM 167-230, SEC 18  
AFR 67-23  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUIREMENT

**CONSTRAINTS:**

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A COORDINATE EQUIPMENT PURCHASE PRIORITIES WITH ACTION AGENCIES (J0399)  
A ANNOTATE OR COMPLETE REQUEST FOR PURCHASE (F0143)  
A DISTRIBUTE AF FORMS 9 TO ACTION AGENCIES (F0177)  
A PROCESS UNFUNDED AAM  
A PROCESS DUE-INS AND DUE-OUTS (MUST BE FUNDED PRIOR TO PROCESSING)  
A ANNOTATE MODIFICATIONS TO DD FORM 1155  
A COMPLETE AF FORMS 601 (F0142)  
A PREPARE APPROPRIATE ORDER FORM  
A OBTAIN FUND SITE FOR INVESTMENT AND EXPENSE EQUIPMENT  
A TRACK REQUISITIONS (F0243)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER  
S USE BCAS

**KNOWLEDGE:**

K ANNOTATE APPLICABLE FORMS  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K DETERMINE PRIORITY OF PURCHASES  
K INTERPRET ORDER FORM  
K INTERPRET LISTINGS  
K REVIEW MEDLOG FINANCIAL LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
E0127	4.06	22	24	25	30	4.49	11
F0142	4.23	12	17	26	43	5.46	11
F0143	4.07	9	12	18	32	6.13	11
F0177	2.57	12	16	24	30	4.05	7
F0243	2.97	16	21	26	38	4.91	7
J0399	2.03	3	4	9	21	5.56	2

**USAF JOB INVENTORY TASK STATEMENTS:**

E0127 PROCESS EQUIPMENT REQUISITIONS  
F0142 ANNOTATE OR COMPLETE AF FORMS 601 (EQUIPMENT ACTION  
REQUESTS)  
F0143 ANNOTATE OR COMPLETE REQUEST FOR PURCHASE  
F0177 DISTRIBUTE AF FORMS 9 (REQUEST FOR PURCHASE) TO ACTION  
AGENCIES  
F0243 TRACK HIGH PRIORITY REQUISITIONS  
J0399 COORDINATE EQUIPMENT PURCHASE PRIORITIES WITH ACTION  
AGENCIES

TASK NUMBER: 00038

TASK STATEMENT:

INITIATE REQUESTS FOR ISSUES FROM BASE INDIVIDUAL EQUIPMENT  
SECTION (J0417)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 2005  
MEDLOG COMPUTER SYSTEM  
TA 0-16  
TYPEWRITER

REFERENCES:

AFM 67-1, VOL V, CHAP 17  
AFM 67-1, VOL V, CHAP 18  
AFM 167-230, SEC 17  
LOCAL OI

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A ENSURE REQUEST FOR INDIVIDUAL EQUIPMENT IS AUTHORIZED BY  
CHECKING TA  
A PREPARE REQUEST FORM  
A ATTACH APPLICABLE LETTER SHOWING JUSTIFICATION TO ISSUE  
INDIVIDUAL EQUIPMENT ITEMS  
A PROCESS TRANSACTIONS TO REDISTRIBUTE COST

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER

**KNOWLEDGE:**

K ANNOTATE AF FORM 2005  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY ADMINISTRATIVE SKILLS  
K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
J0417	1.57	7	8	10	20	4.65	2

**USAF JOB INVENTORY TASK STATEMENTS:**

J0417 INITIATE REQUESTS FOR ISSUES FROM BASE INDIVIDUAL  
EQUIPMENT SECTION

TASK NUMBER: 00039

TASK STATEMENT:

RECEIVE INCOMING EQUIPMENT

TASK NOTES:

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BCAS  
CUSTODIAL ACTION LIST (X06)  
DD FORM 1155  
ETCHING EQUIPMENT  
HANDTOOLS  
MEDLOG COMPUTER SYSTEM  
MHE  
SF 364 (ROD)  
ULTRAVIOLET PEN

REFERENCES:

AFM 67-1, VOL V, CHAP 9  
AFM 167-230, SEC 9  
AFR 125-37  
MANUFACTURER'S MANUAL  
MIL 130

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF EQUIPMENT

CONSTRAINTS:

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE



## STANDARDS:

### IAW REFERENCES

## ACTIVITIES:

- A COMPARE SHIPPING DOCUMENT TO PROPERTY RECEIVED (F0248)
- A CHECK FOR EXTERIOR DAMAGE
- A ANNOTATE EXTERIOR DAMAGE ON RECEIPT DOCUMENT
- A VERIFY SHIPMENTS PRIOR TO ACCEPTANCE (F0248)
- A GATHER WARRANTY/GUARANTEE INFORMATION
- A COORDINATE WITH TMO IF EXTERIOR DAMAGE IS NOTED
- A REQUEST INITIATION OF REPORT OF DISCREPANCY WHEN DAMAGE IS DISCOVERED (F0188)
- A DELIVER PROPERTY TO MEDICAL MAINTENANCE
- A PROCESS RECEIPT DOCUMENT
- A MARK INDEX NUMBER AND FACILITY NUMBER ON EQUIPMENT
- A UPDATE EQUIPMENT RECORDS (J0432)
- A DELIVER EQUIPMENT ITEMS TO USER (J0410)
- A OBTAIN CUSTODIAN SIGNATURE ON CUSTODIAN ACTION LIST

## SKILLS:

- S OPERATE MHE (G0291)
- S OPERATE MEDLOG COMPUTER SYSTEM
- S USE BCAS
- S USE ETCHING EQUIPMENT
- S USE HANDTOOLS
- S USE ULTRAVIOLET PEN

## KNOWLEDGE:

- K ANNOTATE DD FORM 1155 AND SF 364
- K APPLY SAFETY PROCEDURES
- K APPLY TECHNICAL DATA
- K INTERPRET CUSTODIAN ACTION LIST
- K INTERPRET DD FORM 1155

## RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0188	4.49	20	24	30	37	5.29	11
F0248	3.83	22	25	24	23	4.23	11
G0291	2.97	33	34	33	35	4.53	15
J0410	1.91	8	9	14	16	3.52	2
J0432	3.40	4	7	11	18	5.05	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0188 INITIATE OR ANNOTATE SF 364 (REPORT OF DISCREPANCY)  
F0248 VERIFY SHIPMENTS PRIOR TO ACCEPTANCE  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
J0410 DELIVER EQUIPMENT ITEMS TO USER  
J0432 UPDATE EQUIPMENT RECORDS

**TASK NUMBER:** 00040

**TASK STATEMENT:**

PROCESS MEMO REPORTS AND LISTINGS

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

APPLICABLE TAs  
CUSTODY AUTHORIZATION/RECEIPT LOCATOR LIST (Z03)  
CUSTODIAL ACTION LIST (X06)  
MEDLOG COMPUTER SYSTEM  
USING ACTIVITY ISSUE TURN-IN LIST (W05)  
3-YEAR BUDGET

**REFERENCES:**

AFM 67-1, VOL V, CHAP 18  
AFM 67-1, VOL V, CHAP 24  
AFM 167-230, SEC 18  
AFM 167-230, SEC 24, ATCH 5  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF W05, X06, Z03

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

- A REVIEW 3-YEAR BUDGET
- A REVIEW REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS (J0431)
- A UPDATE EQUIPMENT RECORDS (J0432)
- A PERFORM QUALITY CONTROL CHECKS OF MEMO DOCUMENT REGISTERS (J0428)
- A REPORT FINDINGS TO HIGHER HEADQUARTERS
- A MAINTAIN EQUIPMENT CUSTODIAN FOLDERS (CUSTODY RECEIPT/AUTHORIZATION LOCATOR LIST (Z03), CUSTODIAL ACTION LIST (X06), USING ACTIVITY ISSUE/TURN-IN LIST (W05)
- A CORRECT OUT-OF-BALANCE CONDITIONS IDENTIFIED ON REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS (J0409)

**SKILLS:**

- S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

- K APPLY TECHNICAL DATA
- K IDENTIFY EQUIPMENT REQUIREMENTS ON 3-YEAR BUDGET
- K IDENTIFY OUT-OF-BALANCE CONDITIONS ON REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS (J0412)
- K INTERPRET LISTINGS
- K INTERPRET TAS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
J0409	3.16	3	5	9	18	5.93	7
J0412	3.33	3	4	8	22	5.00	7
J0428	3.66	4	7	9	14	4.73	11
J0431	2.56	3	6	10	26	5.81	7
J0432	3.40	4	7	11	18	5.05	7

**USAF JOB INVENTORY TASK STATEMENTS:**

- J0409 CORRECT OUT-OF-BALANCE CONDITIONS IDENTIFIED ON REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS
- J0412 IDENTIFY OUT-OF-BALANCE CONDITIONS ON REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS
- J0428 PERFORM QUALITY CONTROL CHECKS OF MEMO DOCUMENT REGISTERS
- J0431 REVIEW REPORT OF MEDICAL AND NONMEDICAL IN-USE EQUIPMENT LISTS
- J0432 UPDATE EQUIPMENT RECORDS

TASK NUMBER: 00041

TASK STATEMENT:

PERFORM EQUIPMENT INVENTORIES

TASK NOTES:

THE FIRST TWO ACTIVITIES ARE NOT ACCOMPLISHED FOR A SPECIAL INVENTORY

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CUSTODY AUTHORIZATION/ RECEIPT LOCATOR LIST (Z03)  
INDEX NUMBER CONTROL LIST  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENT FILES  
ULTRAVIOLET LIGHT

REFERENCES:

AFM 67-1, VOL V, CHAP 18  
AFM 167-230, SEC 18  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

ANNUALLY AS REQUIRED BY THE BASE  
AS DIRECTED BY THE MEMO  
CHANGE OF CUSTODIAN  
TRANSFER OF MEMO

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A DETERMINE METHOD OF INVENTORY  
A SCHEDULE THE INVENTORY  
A INPUT REQUEST FOR PROPERTY CUSTODY AUTHORIZATION/RECEIPT LOCATOR LIST (Z03) AND CUSTODIAL ACTION LIST (X06) (J0421)  
A INVENTORY MEMO PROPERTY(J0422)  
A COUNT ITEMS IN USE BASED ON TYPE OF INVENTORY BEING CONDUCTED, MANUALLY OR WITH ULTRAVIOLET LIGHT  
A RESEARCH DISCREPANCIES  
A ANNOTATE OR COMPLETE MEMO INVENTORY ADJUSTMENT TRANSACTION DOCUMENTS (J0395)  
A IDENTIFY EQUIPMENT ITEMS THAT ARE NOT LISTED  
A IDENTIFY ANY POSTING ERRORS  
A UPDATE EQUIPMENT RECORDS (J0432)  
A JUSTIFY INVENTORY ADJUSTMENTS  
A PREPARE REPORT OF SURVEY FOR ANY SHORTAGES  
A FORWARD DOCUMENT TO DBMS FOR APPROVAL  
A FILE COMPLETED COPY IN THE MEMO FILE

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE ULTRAVIOLET LIGHT

**KNOWLEDGE:**

K ANNOTATE LISTINGS  
K APPLY BASIC INVENTORY PROCEDURES  
K APPLY FILING TECHNIQUES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY WHAT CONSTITUTES EQUIPMENT ITEM CRITERIA  
K INTERPRET LISTINGS  
K REVIEW SOURCE DOCUMENT FILES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
J0395	2.37	3	6	9	19	5.66	7
J0421	3.39	3	7	12	20	3.60	7
J0422	3.79	5	8	13	21	5.95	11
J0432	3.40	4	7	11	18	5.05	7

**USAF JOB INVENTORY TASK STATEMENTS:**

J0395 ANNOTATE OR COMPLETE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) INVENTORY ADJUSTMENT TRANSACTION DOCUMENTS  
J0421 INPUT REQUEST FOR PROPERTY CUSTODY AUTHORIZATION/RECEIPT LOCATOR LISTINGS CA/CRL  
J0422 INVENTORY MEMO PROPERTY  
J0432 UPDATE EQUIPMENT RECORDS

TASK NUMBER: 00042

TASK STATEMENT:

PROCESS ACTIONS FOR EQUIPMENT GAINS AND LOSSES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

DD FORM 1348-1  
GOVERNMENT VEHICLES  
MEDLOG COMPUTER SYSTEM  
MHE

REFERENCES:

AFM 67-1, VOL V, CHAP 18  
AFM 167-230, SEC 18  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF EQUIPMENT  
SHIPMENT OF EQUIPMENT  
TRANSFER OF EQUIPMENT

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW EQUIPMENT REQUIREMENTS  
A INPUT INVENTORY TRANSFER TRANSACTIONS (F0189)  
A COMPLETE TRANSACTIONS FOR PROPERTY TRANSFER BETWEEN BASE  
MEMOS (J0397)  
A UPDATE EQUIPMENT RECORDS  
A INPUT EQUIPMENT BALANCE INQUIRIES (J0418)

**ACTIVITIES:**

A INPUT EQUIPMENT RECORD INQUIRIES (J0419)  
A FILL OUT DD FORM 1348-1 FOR TURN-INS  
A COORDINATE RELOCATION OF PROPERTY WITH PROPERTY CUSTODIANS  
(J0406)  
A COORDINATE EQUIPMENT PICK-UP WITH DRMO  
A COORDINATE INSPECTION AND CONDITION CODING WITH MER ACTIVITIES  
(J0402)  
A DELIVER EQUIPMENT TO DRMO  
A OBTAIN CUSTODIAN SIGNATURE  
A PREPARE INFORMAL LOG FOR ITEMS NOT ON ITEM RECORD  
A UPDATE COMPUTER WITH APPROPRIATE TRANSACTIONS (J0432)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)  
S OPERATE GOVERNMENT VEHICLES

**KNOWLEDGE:**

K ANNOTATE DD FORM 1348-1  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET AFMLL  
K IDENTIFY TYPE OF GAIN OR LOSS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0169	1.81	10	13	18	30	4.16	2
F0189	2.93	18	24	29	43	4.25	7
G0291	2.97	33	34	33	35	4.53	15
J0397	2.86	3	5	9	16	5.10	7
J0402	2.40	4	6	10	17	4.84	7
J0406	2.91	4	6	10	17	4.68	7
J0418	3.67	2	5	8	16	3.62	11
J0419	3.66	3	6	10	16	3.59	11
J0432	3.40	4	7	11	18	5.05	7



**USAF JOB INVENTORY TASK STATEMENTS:**

F0169 COORDINATE EQUIPMENT PICK-UP WITH DEFENSE REDISTRIBUTION  
AND MARKETING OFFICES (DRMO)  
F0189 INPUT INVENTORY TRANSFER TRANSACTIONS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
J0397 COMPLETE TRANSACTIONS FOR PROPERTY TRANSFER BETWEEN BASE  
MEMOS  
J0402 COORDINATE INSPECTION AND CONDITION CODING WITH MEDICAL  
EQUIPMENT REPAIR (MER) ACTIVITIES  
J0406 COORDINATE RELOCATION OF PROPERTY WITH PROPERTY CUSTODIANS  
J0418 INPUT EQUIPMENT BALANCE INQUIRIES  
J0419 INPUT EQUIPMENT RECORD INQUIRIES  
J0432 UPDATE EQUIPMENT RECORDS

**TASK NUMBER:** 00043

**TASK STATEMENT:**

DETERMINE DISPOSITION OF ITEMS IDENTIFIED ON NRDI LISTINGS  
PART I OR PART II (Y12 & Y13)

**TASK NOTES:**

PART ONE IS WORKED MONTHLY  
PART TWO IS WORKED QUARTERLY

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AFMLL  
CALCULATOR  
MEDLOG COMPUTER SYSTEM  
NRDI LISTING, PART I AND PART II (Y12 AND Y13)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 13  
AFM 67-43APPM  
AFM 167-230, SEC 24  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF PART I (MONTHLY)  
RECEIPT OF PART II (QUARTERLY)

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

## ACTIVITIES:

- A CONDUCT INVENTORY OF ITEMS EXPIRED OR COMING UP FOR EXPIRATION AS LISTED ON PART I AND PART II OF LISTING
- A DETERMINE WHETHER DATES HAVE BEEN EXTENDED IAW AFMLL OR AFM 67-43APPM
- A COORDINATE WITH CUSTODIANS TO USE ITEM, IF POSSIBLE
- A UPDATE ITEM RECORD (H0339)
- A PROCESS APPROPRIATE TRANSACTIONS AS REQUIRED (00602)
- A CONDUCT INVENTORY OF OUT-OF-BALANCE SNs LISTED ON PART II
- A PROCESS AN INQUIRY TO OBTAIN DAILY DEMAND RATE (SLR)
- A ANNOTATE LISTING WITH ACTIONS
- A OBTAIN CORRECT EXPIRATION DATES AND BALANCES
- A COORDINATE WITH CUSTODIANS TO SEE IF THEY HAVE ANY OUTDATED ITEMS OR ITEMS THAT ARE NEARING EXPIRATION
- A COMPUTE ESTIMATED USES OVER THE NEXT 15 MONTHS
- A PROCESS TRANSACTIONS TO UPDATE THE DATED ITEM RECORD
- A MAINTAIN NRDI LISTINGS PART I OR PART II FILES (H0350)
- A REPORT "EXCESS" AS APPLICABLE

## SKILLS:

- S OPERATE CALCULATOR
- S OPERATE MEDLOG COMPUTER SYSTEM

## KNOWLEDGE:

- K APPLY FILING TECHNIQUES
- K APPLY MATHEMATICAL SKILLS
- K APPLY TECHNICAL DATA
- K INTERPRET LISTINGS

## RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0339	3.10	1	5	9	16	4.73	7
H0350	2.59	7	11	10	10	3.43	7
00602	4.41	32	35	43	45	4.75	12

## USAF JOB INVENTORY TASK STATEMENTS:

- H0339 INPUT TRANSACTIONS FOR ITEMS IDENTIFIED ON NON-ROTATABLE DATED ITEM LISTINGS PART I OR PART II
- H0350 MAINTAIN NON-ROTATABLE DATED ITEM LISTINGS PART I OR PART II FILES
- 00602 INPUT GAINS, LOSSES OR CATALOG CHANGES

**TASK NUMBER: 00044**

**TASK STATEMENT:**

COMPUTE WAR RESERVE MATERIEL (WRM) PROGRAM REQUIREMENTS AND  
LEVELS (K0444)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CALCULATOR  
MAJCOM POLICY LETTER  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENTS  
TAs  
WRM LEVEL WORKSHEETS

**REFERENCES:**

AFM 67-1, VOL V, CHAP 15  
AFM 167-230, SEC 15  
MANUFACTURER'S MANUAL  
WAR MOBILITY PLAN VOL I, ANNEX F

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

ANNUAL REQUIREMENT  
CHANGE IN BASE MISSION, PERSONNEL, TA

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW SOURCE DOCUMENTS AND MAJCOM POLICY LETTER  
A REQUEST VERIFICATION OF MOBILITY TASKINGS  
A COORDINATE WITH MAJCOM TO WHICH PROGRAMS ARE AUTHORIZED

**ACTIVITIES:**

A REFERENCE SOURCE DOCUMENTS USED  
A COMPUTE FORMULA TO OBTAIN REQUIREMENTS AND LEVELS (K0444)  
A UPDATE AND REVISE LEVELS ON ITEM RECORD  
A FILE WORKSHEETS WITH STOCK STATUS (K0465)

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE WRM LEVEL WORKSHEETS  
K APPLY FILING TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K INTERPRET MAJCOM POLICY LETTER  
K INTERPRET SOURCE DOCUMENTS  
K INTERPRET TA'S REQUIRED, BASED ON PROGRAM

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
K0444	2.57	1	3	5	27	6.53	7
K0465	1.60	1	3	4	18	4.89	2

**USAF JOB INVENTORY TASK STATEMENTS:**

K0444 COMPUTE WRM PROGRAM REQUIREMENTS  
K0465 MAINTAIN WRM LEVEL WORKSHEETS

**TASK NUMBER:** 00045

**TASK STATEMENT:**

IDENTIFY AND STRATIFY WRM PROGRAMS

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM  
MONTHLY STOCK STATUS REPORT  
QA RECORDS  
WAR READINESS LIST (Y22)  
WRM STOCK STATUS REPORT (7131)  
WRM STOCK STATUS WORK LIST (Y23)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 7  
AFM 67-1, VOL V, CHAP 15  
AFM 67-1, VOL V, CHAP 20  
AFM 67-1, VOL V, CHAP 24  
AFM 167-230, SEC 7  
AFM 167-230, SEC 15  
AFM 167-230, SEC 20  
AFM 167-230, SEC 24  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

ERROR MESSAGE ON STOCK STATUS REPORT (SI 008-Y08)  
SEMIANNUAL REVIEW  
OUT-OF-BALANCE CONDITIONS

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW WRM STOCK STATUS WORK LIST, WRM READINESS LIST, OR STOCK STATUS REPORT (K0479)  
A IDENTIFY POTENTIAL EXCESS (K0451)  
A RESTRATIFY PROPERTY INTO INVENTORY CODE OF 1, 7, OR OTHER WRM PROGRAMS  
A SEGREGATE EXCESS PROPERTY FROM WRM MATERIEL  
A ADJUST QA RECORDS (K0473)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE QA RECORDS  
K APPLY TECHNICAL DATA  
K APPLY WRM SUSPENSION TECHNIQUES  
K INTERPRET INVENTORY CODES  
K INTERPRET LISTINGS  
K INTERPRET REPORTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
K0451	1.96	7	6	7	22	5.41	2
K0473	3.43	7	9	13	24	5.02	7
K0479	2.14	1	4	6	29	5.99	7

**USAF JOB INVENTORY TASK STATEMENTS**

K0451 IDENTIFY OR REPORT EXCESS WRM  
K0473 PROCESS WRM QUALITY ASSURANCE TRANSACTIONS  
K0479 REVIEW WRM READINESS REPORTS

**TASK NUMBER: 00046**

**TASK STATEMENT:**

PROCESS MOBILITY EQUIPMENT

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

APPLICABLE TAs  
BASE MOPLAN  
CARGO NETS  
GOVERNMENT VEHICLES  
HAZARDOUS CARGO FORMS  
HAZARDOUS TAGS AND LABELS  
MEDLOG COMPUTER SYSTEM  
MHE  
NESTING BOXES  
PACKING LIST  
QA LISTS  
WRM WORK LISTINGS  
463L PALLETS (CARGO)

**REFERENCES:**

AFM 67-1, VOL V  
AFM 171-230  
AFR 71-4  
LOCAL BASE MOPLAN  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

ACTIVATION OF MEDICAL MOBILIZATION

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES



## ACTIVITIES:

- A IDENTIFY STOCK MATERIELS NEEDED FOR EACH PROJECT
- A IDENTIFY ITEMS REQUIRING SPECIAL HANDLING AND DOCUMENTATION
- A PREPARE HAZARDOUS CARGO FORMS
- A COORDINATE MOBILITY LOAD LIST WITH BASE PLANS AND READINESS (K0447)
- A UPDATE MOBILITY LOAD LIST (K0487)
- A MAINTAIN MOBILITY LOAD LIST FILES AND PACKING LIST (K0462)
- A REVIEW PACKING LIST DOCUMENTATION (K0447, K0477)
- A INFORM WAREHOUSE PERSONNEL OF SUPPLY REQUIRED ITEM CHANGES (K0453)
- A TRANSPORT DRUG BOXES TO STORAGE FACILITY (K0484)
- A PALLETIZE MOBILITY SUPPLIES (K0466)
- A SECURE CARGO NETS ON AIRCRAFT CARGO PALLETS (K0481)
- A LOAD AND TRANSPORT MEDICAL SUPPLIES AIRCRAFT CARGO PALLETS (K0448, K0458, K0483)

## SKILLS:

- S OPERATE MEDLOG COMPUTER SYSTEM
- S OPERATE MHE (G0291)
- S OPERATE GOVERNMENT VEHICLES
- S USE APPLICABLE TAGS AND LABELS
- S USE NESTING BOXES
- S USE PALLETS AND CARGO NETS

## KNOWLEDGE:

- K ANNOTATE HAZARDOUS CARGO FORM
- K APPLY FILING TECHNIQUES
- K APPLY LOCAL BASE MOPLAN PROCEDURES
- K APPLY PACKING AND CRATING PROCEDURES
- K APPLY QA PROCEDURES
- K APPLY SAFETY PROCEDURES
- K APPLY TECHNICAL DATA
- K IDENTIFY HAZARDOUS FORMS REQUIRED
- K INTERPRET LISTINGS
- K INTERPRET TAGS
- K VERIFY BASE MOPLAN

# **RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15
K0447	.76	5	4	6	10	6.62	2
K0448	1.01	4	5	7	11	6.03	2
K0453	1.07	2	2	2	9	4.76	2
K0458	1.53	7	8	8	11	5.55	2
K0462	1.16	1	2	4	8	5.41	2
K0466	2.09	8	9	11	14	6.09	2
K0477	1.71	5	7	8	12	5.45	2
K0481	1.37	7	8	9	13	5.19	2
K0483	.86	4	4	5	8	6.03	2
K0484	.89	6	6	8	10	5.05	2
K0487	.83	1	2	3	7	5.81	2

## **USAF JOB INVENTORY TASK STATEMENTS:**

G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND FORKLIFTS

K0447 COORDINATE MOBILITY LOAD LIST WITH BASE PLANS AND READINESS

K0448 DELIVER AIR TRANS CLINIC (ATC), AIR TRANS HOSP (ATH), OR STRA AIR RECONN TEAM (SART) SUPPLIES TO CARGO CARRIER

K0453 INFORM WAREHOUSE PERSONNEL OF ATC, ATH OR SART SUPPLY REQUIRED ITEM CHANGES

K0458 LOAD OR OFF LOAD ATC, ATH OR SART SUPPLY AIRCRAFT CARGO PALLETS

K0462 MAINTAIN MOBILITY LOAD LIST FILES

K0466 PALLETIZE ATC, ATH OR SART SUPPLIES

K0477 REVIEW ATC, ATH, OR SART SUPPLY MATERIEL PACKING LIST DOCUMENTATION

K0481 SECURE OR REMOVE CARGO NETS ON AIRCRAFT CARGO PALLETS

K0483 TRANSPORT ATC, ATH OR SART SUPPLIES TO OR FROM MARSHALING AREAS AND SET UP SITES

K0484 TRANSPORT DRUG BOXES TO OR FROM ATC, ATH OR SART SUPPLY STORAGE FACILITIES

K0487 UPDATE MOBILITY LOAD LIST

TASK NUMBER: 00047

TASK STATEMENT:

PROCESS SHIPMENTS OF WRM PROJECTS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CARTRIDGES  
FLOPPY DISKETTE  
GOVERNMENT VEHICLES  
MEDLOG COMPUTER SYSTEM  
MHE  
TYPEWRITER  
WRM IN/OUT SHIPMENT LIST (Z22)

REFERENCES:

AFM 167-230, SEC 15  
AFM 167-230, SEC 19  
AFM 171-230, SEC 3  
AFR 71-4  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

DIRECTED BY HIGHER HEADQUARTERS

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:****OUT SHIPMENTS**

A VALIDATE QA RECORDS  
A PREPARE MATERIEL FOR SHIPMENT  
A PROCESS SHIPPING DOCUMENT  
A TRANSPORT MATERIEL TO TRANSPORTATION FORWARDING UNIT  
A FORWARD CARTRIDGE ASSEMBLY AND Z22 LISTING

**IN SHIPMENTS**

A REQUEST SHIPMENT TRANSACTION  
A PROCESS FLOPPY/CARTRIDGE RECEIVED FROM LOSING ACTIVITY  
A INVENTORY MATERIEL RECEIVED  
A ADJUST RECORDS AS REQUIRED  
A STORE MATERIEL

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)  
S OPERATE TYPEWRITER  
S OPERATE GOVERNMENT VEHICLES  
S PACK MATERIELS  
S USE CARTRIDGE ASSEMBLIES AND FLOPPIES

**KNOWLEDGE:**

K APPLY INVENTORY CONTROL PROCEDURES  
K APPLY PACKING PROCEDURES  
K APPLY WRM STORAGE PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET WRM IN/OUT SHIPMENT LIST (Z22)

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15

**USAF JOB INVENTORY TASK STATEMENTS:**

G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS

TASK NUMBER: 00048

TASK STATEMENT:

ESTABLISH MASTER RECORDS (F0181)

TASK NOTES:

FEDLOG COMPUTER SOFTWARE MAY BE USED ON THE MEDLOG COMPUTER SYSTEM  
OR ON A STAND ALONE COMPUTER.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

COMPUTER  
MICROFICHE AND MICROFICHE VIEWER  
FEDLOG COMPUTER SOFTWARE  
MEDLOG COMPUTER SYSTEM  
COMPUTER

REFERENCES:

AFM 67-1, VOL V, CHAP 6  
AFM 167-230, SEC 6  
AFM 700-20, VOL I  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST  
MASTER RECORD NOT ON FILE

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A PROCESS INQUIRY TO DETERMINE IF MASTER RECORD IS LOADED  
(F0210)  
A RESEARCH STOCK NUMBER  
A RESEARCH BPAs AND OTHER LOCAL PROCUREMENT SOURCES  
A REVIEW MANAGEMENT DATA PRIOR TO PROCESSING  
A PROCESS EMR TRANSACTION AND APPLICABLE MANAGEMENT DATA  
A MAKE APPLICABLE CHANGES

**SKILLS:**

S OPERATE COMPUTER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MICROFICHE VIEWER  
S USE FEDLOG COMPUTER SOFTWARE

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K INTERPRET MICROFICHE  
K INTERPRET MANAGEMENT DATA CODES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0181	5.46	41	48	53	49	3.78	12
F0210	4.79	55	66	72	70	3.32	18

**USAF JOB INVENTORY TASK STATEMENTS:**

F0181 ESTABLISH OR MAINTAIN MASTER RECORDS  
F0210 PERFORM ITEM MASTER INQUIRIES

TASK NUMBER: 00049

TASK STATEMENT:

MAINTAIN INFANT FORMULA CONSUMPTION ACCOUNTABILITY FILES (N0575)

TASK NOTES:

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BASIC CONTRACT  
ISSUE LOG  
RECEIPT LOG  
ROTATIONAL FILES  
SIX-PART FOLDER

REFERENCES:

AFM 67-1, VOL V, CHAP 16

CUES:

INFANT FORMULA IS RECEIVED FREE  
CUSTOMER REQUEST FOR FREE FORMULA

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A CREATE JACKET FILE  
A NOTIFY CONTRACTING OF REQUIREMENTS  
A MONITOR RECEIPT AND ISSUE OF INFANT FORMULA

SKILLS:

S USE SIX-PART FOLDERS

**KNOWLEDGE:**

K ANNOTATE INFANT FORMULA ACCOUNTABILITY FILES  
K ANNOTATE ISSUE LOG  
K ANNOTATE RECEIPT LOG  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY FILING TECHNIQUES  
K APPLY STOCK CONTROL COMPUTATIONS  
K APPLY TECHNICAL DATA  
K ENSURE REQUIRED ITEMS ARE MAINTAINED IN THE FILE  
K INTERPRET BASIC CONTRACT

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
N0575	2.64	3	3	5	3	4.45	7

**USAF JOB INVENTORY TASK STATEMENTS:**

N0575 MAINTAIN INFANT FORMULA CONSUMPTION ACCOUNTABILITY FILES



TASK NUMBER: 00050

TASK STATEMENT:

PROCESS INQUIRIES

TASK NOTES:

ALL PERSONNEL NEED TO BE ABLE TO PROCESS INQUIRIES SINCE DATA IS  
OBTAINED FROM THE COMPUTER ITEM RECORD

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 167-230, SEC 30  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

INFORMATION REQUIRED FROM THE ITEM RECORD

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A CALL UP INQUIRY MENU ON COMPUTER  
A SELECT APPROPRIATE INQUIRY SCREEN(F0210, F0213)  
A INPUT APPLICABLE TRANSACTION REQUIRED TO RECEIVE NEEDED DATA

SKILLS:

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K INTERPRET INFORMATION ON INQUIRY SCREEN

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/	TNG	1ST	1ST	5	7	TSK	
F0210	4.79	55	66	72	70	3.32	18
F0213	4.89	59	67	70	68	3.31	18
J0418	3.67	2	5	8	16	3.62	11
J0419	3.66	3	6	10	16	3.59	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0210 PERFORM ITEM MASTER INQUIRIES  
F0213 PERFORM TRANSACTION HISTORY INQUIRIES  
J0418 INPUT EQUIPMENT BALANCE INQUIRIES  
J0419 INPUT EQUIPMENT RECORD INQUIRIES

TASK NUMBER: 00051

TASK STATEMENT:

INPUT GAINS AND LOSSES (00602)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

DD FORM 1348-1  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENTS

REFERENCES:

AFM 67-1, VOL V, CHAP 12  
AFM 167-230, SEC 12  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF SUPPLIES  
SHIPMENT OF SUPPLIES  
TRANSFER OF SUPPLIES

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A PREPARE DOCUMENTS FOR PROPERTY FOUND ON BASE (F0166)  
A RESEARCH SOURCE DOCUMENT FOR EXPIRATION DATE, IF MATERIEL IS  
A DATED ITEM  
A CALL UP GAINS/LOSS TRANSACTION (GLT) FRAME ON COMPUTER  
A INPUT STOCK NUMBER  
A INPUT REQUIRED DATA FROM SOURCE DOCUMENTS  
A PROCESS DESTRUCTION DOCUMENTS AS REQUIRED (F0223)

**ACTIVITIES:**

A STORE GAIN IN WAREHOUSE  
A DIRECT LOSS TO SHIPPING ACTIVITY (DD FORM 1348-1) OR  
DESTRUCTION SITE  
A FORWARD DOCUMENTS FOR QUALITY CONTROL  
A FILE QUALITY CONTROLLED DOCUMENTS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE DD FORM 1348-1  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET OPTIONS AVAILABLE ON GLT FRAME  
K INTERPRET SOURCE DOCUMENTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0166	1.27	4	6	8	14	4.80	2
F0223	3.90	13	21	28	37	4.23	11
O0602	4.41	32	35	43	45	4.75	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0166 COMPLETE DOCUMENTS FOR PROPERTY FOUND ON BASE  
F0223 PROCESS DESTRUCTION TRANSACTIONS  
O0602 INPUT GAINS AND LOSSES

TASK NUMBER: 00052

TASK STATEMENT:

COMPLETE MEDICAL MATERIEL REQUIREMENTS LISTS (F0167)

TASK NOTES:

PERCENT MEMBERS PERFORMING THIS TASK AT THEIR FIRST JOB DOES NOT JUSTIFY TRAINING AT 3-SKILL LEVEL, HOWEVER, HIGH TRAINING EMPHASIS AND TASK DIFFICULTY RATINGS INDICATE TRAINING SHOULD BE CONSIDERED FOR INCLUSION IN THE BASIC COURSE.

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY MEDICAL SUPPLY PERSONNEL.

FEDLOG COMPUTER SOFTWARE MAY BE USED ON THE MEDLOG COMPUTER SYSTEM OR ON A STAND ALONE COMPUTER.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BCAS  
COMPUTER  
FEDLOG COMPUTER SOFTWARE  
MEDICAL MATERIEL REQUIREMENTS LIST (X13)  
MEDLOG COMPUTER SYSTEM  
STATUS ACTION LIST, PART 1 (X22)

REFERENCES:

AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 8  
AFM 700-20, VOL I  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF X13 LISTING

**CONSTRAINTS:**

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW X22  
A REVIEW X13 (C0093)  
A REVIEW EOQ (E0139)  
A PERFORM TRANSACTION HISTORY INQUIRES (F0213)  
A REVIEW IDB/IDI SCREEN ON DUE-INS WHEN APPLICABLE  
A REVIEW STOCK LEVELS  
A POST BB STATUS ON DUE-INS AND ACTIONS TAKEN  
A DETERMINE REQUISITION PRIORITIES (F0175)  
A DETERMINE REQUISITION TRANSMISSION METHODS (B0035)  
A OBTAIN REQUIRED SIGNATURES PRIOR TO PROCESSING  
A INPUT "ERD" TRANSACTION TO UPDATE MEDICAL MATERIEL LIST (F0190)  
A DETERMINE APPROPRIATE ACTIONS TO BE TAKEN ON BACK ORDER ITEMS  
A FORWARD TO QUALITY CONTROL

**SKILLS:**

S OPERATE COMPUTER  
S OPERATE MEDLOG COMPUTER SYSTEM  
S USE BCAS  
S USE FEDLOG COMPUTER SOFTWARE

**KNOWLEDGE:**

K APPLY INVENTORY CONTROL PROCEDURES  
K APPLY STOCK LEVEL REVISION PROCEDURES  
K APPLY TECHNICAL DATA  
K IDENTIFY OBVIOUS DISCREPANCIES  
K INTERPRET X13  
K INTERPRET X22

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
B0035	2.27	6	11	17	37	4.26	7
C0093	3.14	10	16	22	45	5.67	7
E0139	2.51	3	4	7	22	6.02	7
F0167	5.30	24	29	34	39	5.66	11
F0175	4.54	19	26	35	48	5.42	11
F0190	5.60	17	23	31	36	4.17	11
F0213	4.89	59	67	70	68	3.31	18

**USAF JOB INVENTORY TASK STATEMENTS:**

B0035 DETERMINE REQUISITION TRANSMISSION METHODS  
C0093 REVIEW MEDICAL MATERIEL REQUIREMENTS LISTS  
E0139 REVIEW ECONOMIC ORDER QUANTITIES (EOQ)  
F0167 COMPLETE MEDICAL MATERIEL REQUIREMENTS LISTS  
F0175 DETERMINE REQUISITION PRIORITIES  
F0190 INPUT MEDICAL MATERIEL REQUIREMENTS LISTS  
F0213 PERFORM TRANSACTION HISTORY INQUIRIES

**TASK NUMBER: 00053**

**TASK STATEMENT:**

COMPLETE OFF-LINE MANUAL REQUISITIONS (H0318)

**TASK NOTES:**

REQUISITIONS THAT ARE PROCESSED MANUALLY WILL BE INPUT WHEN  
COMPUTER IS BACK ONLINE

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

DLA CUSTOMER ASSISTANCE HANDBOOK  
FACSIMILE MACHINE (FAX)  
REQUISITION TROUBLE LIST (X17)  
TELEPHONE  
TELEX  
TYPEWRITER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

**CUES:**

CUSTOMER EMERGENCY REQUEST WHEN COMPUTER IS DOWN

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A DETERMINE REQUISITION PRIORITIES (F0175)  
A DETERMINE SOS  
A DETERMINE REQUISITION TRANSMISSION METHODS (B0035)  
A OBTAIN AUTHORIZATION TO ORDER PRIORITY REQUISITION  
A PREPARE TRANSMISSION IAW METHOD SELECTED  
A TRANSMIT REQUISITION TO SOS  
A PREPARE "ESD" TRANSACTION



**SKILLS:**

S OPERATE FAX MACHINE  
S OPERATE TELEX MACHINE  
S OPERATE TYPEWRITER  
S USE TELEPHONE

**KNOWLEDGE:**

K APPLY HUMAN RELATIONS TECHNIQUES  
K APPLY INVENTORY CONTROL PROCEDURES  
K APPLY PIPELINE TIME FRAMES  
K APPLY TECHNICAL DATA  
K INTERPRET DLA CUSTOMER ASSISTANCE HANDBOOK  
K INTERPRET X17

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
B0035	2.27	6	11	17	37	4.26	7
F0175	4.54	19	26	35	48	5.42	11
H0318	4.23	16	22	25	31	4.86	11

**USAF JOB INVENTORY TASK STATEMENTS:**

B0035 DETERMINE REQUISITION TRANSMISSION METHODS  
F0175 DETERMINE REQUISITION PRIORITIES  
H0318 COMPLETE OFF-LINE MANUAL REQUISITIONS, OTHER THAN WAR  
READINESS MATERIEL (WRM)

**TASK NUMBER: 00054**

**TASK STATEMENT:**

PROCESS LP REQUIREMENTS

**TASK NOTES:**

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

BCAS  
DLA FORM 1724  
H-SERIES HANDBOOKS  
MEDLOG COMPUTER SYSTEM  
MICROFICHE AND MICROFICHE VIEWER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 16, ATCH 12  
AFM 67-1, VOL V, CHAP 16, ATCH 13 (CHECKLIST FOR LOCAL PURCHASE)  
AFM 167-230, SEC 16  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUEST  
RECEIPT OF REQUIREMENTS LIST

**CONSTRAINTS:**

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A EVALUATE LP REQUEST  
A RESEARCH FOR EXISTING STOCK NUMBERS (H0365)  
A FORWARD LP REQUEST TO APPROVING AUTHORITY  
A COORDINATE LP REQUEST APPROVALS WITH ACTION AGENCIES (H0324)  
A RETURN LP REQUEST TO REQUESTER WITH COMMENTS, IF DISAPPROVED  
A INITIATE LP ACTION FOR NONAVAILABLE ITEMS (H0336)  
A ASSIGN LP STOCK NUMBERS  
A INITIATE DLA FORM 1724 (APPLICATION FOR NATIONAL STOCK  
NUMBER) (F0185)  
A DISTRIBUTE DLA FORM 1724 TO AFMLO OR CUSTODIANS (F0178)  
A MAINTAIN DLA FORM 1724 FILES (F0200)  
A USE BCAS FOR HIGH PRIORITIES  
A ORDER ROUTINE LP REQUESTS VIA MEDLOG  
A MAINTAIN APPROVED LP REQUEST FILES (H0341)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MICROFICHE VIEWER  
S USE BCAS

**KNOWLEDGE:**

K ANNOTATE DLA FORM 1724  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY DISTRIBUTION PROCEDURES  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY APPLICABLE APPROVAL AUTHORITY  
K INTERPRET H-SERIES HANDBOOKS  
K INTERPRET MICROFICHE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0178	2.77	5	9	12	10	3.93	7
F0185	3.59	7	10	13	11	4.40	11
F0200	2.06	7	9	10	6	3.91	2
H0324	1.96	10	11	13	24	5.12	2
H0336	3.50	18	19	20	27	5.46	7
H0341	2.91	14	17	17	11	4.29	7
H0365	4.61	16	19	21	22	5.58	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0178 DISTRIBUTE DLA FORMS 1724 (APPLICATION FOR NATIONAL STOCK  
NUMBER) TO AF MEDLOG OFFICE (AFMLO) OR CUSTODIANS  
F0185 INITIATE DLA FORMS 1724 (APPLICATION FOR NATIONAL STOCK  
NUMBER)  
F0200 MAINTAIN DLA FORMS 1724 (APPLICATION FOR NATIONAL STOCK  
NUMBER) FILES  
H0324 COORDINATE LOCAL PURCHASE REQUEST APPROVALS WITH ACTION  
AGENCIES  
H0336 INITIATE LOCAL PURCHASE ACTION FOR NONAVAILABLE ITEMS  
H0341 MAINTAIN APPROVED LOCAL PURCHASE REQUEST FILES  
H0365 RESEARCH LOCAL PURCHASE REQUESTS

TASK NUMBER: 00055

TASK STATEMENT:

MANAGE LP LISTINGS

TASK NOTES:

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AUTOMATED CUSTOMER TRANSACTION LIST  
BCAS  
CUSTOMER NOTICE AUDIT LISTINGS  
DEMANDS AWAITING DATA LISTING  
FILE CABINET  
LOCAL PURCHASE INTERFACE LIST (X27)  
MEDLOG COMPUTER SYSTEM  
OPEN ITEM LIST  
REPORT OF LOCAL PURCHASE (V03)  
SOLE SOURCE OR BRAND NAME JUSTIFICATION LISTING

REFERENCES:

AFM 67-1, VOL V, CHAP 16  
AFM 167-230, SEC 16.6

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF LP LISTING FROM CONTRACTING

CONSTRAINTS:

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A UPDATE COMPUTER RECORDS AS REQUIRED  
A ANNOTATE LISTINGS AS TO ACTION TAKEN  
A DISTRIBUTE LISTINGS AS REQUIRED  
A FILE LISTINGS AS APPLICABLE  
A MAINTAIN APPROVED LP REQUEST FILES (H0341)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE BCAS  
S USE FILING CABINET

**KNOWLEDGE:**

K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0341	2.91	14	17	17	11	4.29	7

**USAF JOB INVENTORY TASK STATEMENTS:**

H0341 MAINTAIN APPROVED LOCAL PURCHASE REQUEST FILES

TASK NUMBER: 00056

TASK STATEMENT:

PROCESS LP REQUISITIONS

TASK NOTES:

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 9  
AF FORM 285  
DD FORM 1348-6  
BCAS  
FAX MACHINE  
MEDLOG COMPUTER SYSTEM  
TYPEWRITER

REFERENCES:

AFM 67-1, VOL V, CHAP 8  
AFM 67-1, VOL V, CHAP 16  
AFM 167-230, SEC 8  
AFM 167-230, SEC 16  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF LP REQUIREMENT

CONSTRAINTS:

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A FORWARD REQUIREMENT TO APPROVING AUTHORITY  
A ESTABLISH MASTER RECORDS  
A PROCESS "NRI" TRANSACTION  
A PROCESS "ESD" TRANSACTION  
A LOAD ITEM DESCRIPTION TO BCAS  
A PROCESS REQUISITIONS TO BASE CONTRACTING OFFICE USING BCAS,  
(PRIORITIES), OR MEDLOG (ROUTINE) (N0541)  
A WORK CUSTOMER NOTICE LISTINGS (N0590)  
A PERFORM WALK-THROUGH REQUISITIONS FOR EMERGENCIES, USING  
APPROPRIATE FORMS (M0528)

**SKILLS:**

S OPERATE FAX MACHINE  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER  
S USE BCAS

**KNOWLEDGE:**

K ANNOTATE FORMS  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K APPLY WALK-THROUGH PROCEDURES  
K INTERPRET AF FORMS 9 AND 285, AND DD FORM 1348-6  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0528	1.79	10	10	8	3	5.00	2
N0541	3.39	12	14	16	24	4.76	7
N0590	3.67	3	4	5	6	5.12	11

**USAF JOB INVENTORY TASK STATEMENTS:**

M0528 PERFORM WALK-THROUGH REQUISITIONS  
N0541 COMPLETE COMPUTER GENERATED PURCHASE ORDER OR RECEIVING  
SERVICE DOCUMENTS  
N0590 WORK CUSTOMER NOTICE LISTINGS



TASK NUMBER: 00057

TASK STATEMENT:

PROCESS LP TRANSACTIONS USING BCAS

TASK NOTES:

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BCAS  
COMPUTER

REFERENCES:

MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF LP DEMAND OR REQUISITION

CONSTRAINTS:

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A PROCESS INQUIRY (N0570)  
A LOAD ITEM DESCRIPTION (N0571)  
A ASSIGN STOCK CLASS SUFFIX CODES (N0537)  
A INPUT PURCHASE REQUESTS TO BASE CONTRACTING WHEN AUTHORIZED  
(N0569)  
A PERFORM CANCELLATIONS AND FOLLOW-UPS  
A PERFORM MODIFICATIONS TO CONTRACTS

**SKILLS:**

S OPERATE COMPUTER  
S USE BCAS

**KNOWLEDGE:**

K APPLY PROCEDURES FOR LOADING ITEM DESCRIPTION  
K APPLY TECHNICAL DATA  
K IDENTIFY DIFFERENT SCREENS ON BCAS  
K INTERPRET INQUIRY

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
N0537	3.51	14	18	20	22	4.67	7
N0569	4.33	12	16	18	19	5.32	11
N0570	4.90	18	21	25	27	4.63	11
N0571	4.86	12	17	21	20	4.80	11

**USAF JOB INVENTORY TASK STATEMENTS:**

N0537 ASSIGN STOCK CLASS SUFFIX CODES  
N0569 INPUT PURCHASE REQUESTS TO BASE CONTRACTING AUTOMATED  
SYSTEM (BCAS)  
N0570 INQUIRE BCAS FILES  
N0571 LOAD ITEM DESCRIPTIONS INTO BCAS

TASK NUMBER: 00058

TASK STATEMENT:

MAINTAIN BPA OR BDO CONTRACT FILES (N0573)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AFMLL  
CALCULATOR  
CONTRACTS  
DLA PRICE LIST  
FILING CABINET  
LOCAL CONTRACTING FORM  
MICROFICHE AND MICROFICHE VIEWER  
SIX-PART FOLDERS

REFERENCES:

AFM 67-1, VOL V, CHAP 16  
MANUFACTURER'S MANUAL

CUES:

RECEIPT OF REQUIREMENTS LIST  
REQUEST FROM CUSTOMER

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A PROCURE LOCAL BPAs AND BDOs FROM BASE CONTRACTING OFFICE (N0582)  
A OBTAIN COPIES OF CONTRACT FROM AFMLO  
A REVIEW INPLACE CONTRACTS (N0587)  
A OBTAIN MICROFICHE OR PRICE LIST FROM DLA  
A ESTABLISH BPA AND BDO CONTRACT FILES (N0567)  
A ESTABLISH BPA AND BDO ORDER CALL REGISTERS (N0568)  
A MAINTAIN BPA AND BDO CALL REGISTERS (N0572)  
A REVIEW DEFENSE PERSONNEL SUPPORT CENTER (DPSC) NEGOTIATED BPAs OR BDOS (N0585)  
A COMPLETE EOM BPA AND EOM BDO ACTIONS (N0543)

**ACTIVITIES:**

A DISTRIBUTE EOM BPA AND BDO REPORTS TO BASE CONTRACTING OFFICE  
(N0563)  
A COMPLETE EOY BPA AND EOY BDO ACTIONS (N0544,  
N0562)  
A DISTRIBUTE EOY BPA AND BDO ACTIONS TO AFMLO ((N0564)  
A COMPLETE LOCAL CONTRACT FORM FOR ANY ITEM OVER \$2,500.00  
A FILE FOLDERS IN FILE CABINET

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MICROFICHE VIEWER  
S USE FILING CABINET  
S USE SIX PART FOLDERS

**KNOWLEDGE:**

K ANNOTATE LOCAL CONTRACTING FORM  
K APPLY CONTRACTING PROCEDURES  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY FILING TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K INTERPRET AFMLL  
K INTERPRET CONTRACTS  
K INTERPRET DLA PRICE LIST  
K INTERPRET MICROFICHE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
N0543	2.99	9	9	12	9	5.36	7
N0544	2.40	4	6	8	6	5.72	7
N0562	2.24	12	11	12	10	4.32	7
N0563	1.99	7	7	10	7	4.42	2
N0564	1.79	4	3	7	5	4.63	2
N0567	3.33	9	9	13	9	5.36	7
N0568	3.26	10	11	13	9	4.87	7
N0572	4.33	12	12	15	12	4.44	11
N0573	4.19	11	11	15	12	4.58	11
N0582	2.03	5	8	9	7	5.99	2
N0585	2.16	6	7	8	14	5.32	7
N0587	1.07	3	4	6	15	5.66	2

USAF JOB INVENTORY TASK STATEMENTS:

N0543 COMPLETE END-OF-MONTH (EOM) BPA OR EOM BLANKET DELIVERY  
ORDER (BDO) REPORTS  
N0544 COMPLETE END-OF-YEAR (EOY) BPA OR EOY BDO REPORTS  
N0562 DISTRIBUTE DPSC BPA OR BDO PURCHASE ORDERS TO BASE  
CONTRACTING OFFICE OR BAFO  
N0563 DISTRIBUTE EOM BPA OR BDO REPORTS TO BASE CONTRACTING  
OFFICE  
N0564 DISTRIBUTE EOY BPA OR BDO REPORTS TO AFMLO  
N0567 ESTABLISH BPA OR BDO CONTRACT FILES  
N0568 ESTABLISH BPA OR BDO ORDER CALL REGISTERS  
N0572 MAINTAIN BPA OR BDO CALL REGISTERS  
N0573 MAINTAIN BPA OR BDO CONTRACT FILES  
N0582 PROCURE LOCAL BPAS OR BDOS FROM BASE CONTRACTING OFFICE  
N0585 REVIEW DPSC NEGOTIATED BPAS OR BDOS  
N0587 REVIEW INPLACE CONTRACTS

TASK NUMBER: 00059

TASK STATEMENT:

PROCESS BPA AND BDO REQUISITIONS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

BPA/BDO FOLDERS  
CALCULATOR  
MEDLOG COMPUTER SYSTEM  
SF 30  
TYPEWRITER

REFERENCES:

AFM 67-1, VOL V, CHAP 8  
AFM 67-1, VOL V, CHAP 16  
AFM 167-230, SEC 8  
AFM 167-230, SEC 16  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF LOCAL PURCHASE REQUIREMENT

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A PROCESS "EMR" TRANSACTION TO DETERMINE IF RECORD IS LOADED  
A PROCESS "EVD" OR "LPD" TRANSACTION IF REQUIRED  
A ASSIGN STOCK NUMBERS TO NEW ITEMS OBTAINED FROM BPA (N0538)  
A FILE DOCUMENT BPA/BDO COMPETITIONS IN FOLDER (N0566)  
A PROCESS "ESD" TRANSACTIONS

**ACTIVITIES:**

A PROCESS "NRI" TRANSACTIONS  
A PRINT BPA OR BDO PURCHASE ORDER FILES (N0579)  
A PLACE CALLS AGAINST BPAs OR BDOs (N0578)  
A MAINTAIN BPA AND BDO CALL REGISTERS (N0572)  
A COMPLETE COMPUTER GENERATED PURCHASE ORDER OR RECEIVING  
SERVICE DOCUMENTS (N0541)  
A DISTRIBUTE DPSC BPA AND BDO PURCHASE ORDERS TO BAFO AND BASE  
CONTRACTING OFFICE (N0562)  
A PROCESS SF FORM 30 IF REQUIRED (F0228)

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER

**KNOWLEDGE:**

K ANNOTATE FOLDERS  
K APPLY CONTRACTING PROCEDURES  
K APPLY FILING TECHNIQUES  
K APPLY DISTRIBUTION PROCEDURES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K INTERPRET SF 30

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0228	1.91	7	7	10	10	5.43	2
N0538	3.40	14	16	17	13	4.48	7
N0541	3.39	12	14	16	24	4.76	7
N0562	2.24	12	11	12	10	4.32	7
N0566	2.60	3	5	7	6	5.58	7
N0572	4.33	12	12	15	12	4.44	11
N0578	4.23	13	15	18	16	4.86	11
N0579	3.50	13	14	15	11	4.21	7

**USAF JOB INVENTORY TASK STATEMENTS:**

F0228 PROCESS SF FORMS 30 (AMENDMENT OF SOLICITATION/MODIFICATION)  
N0538 ASSIGN STOCK NUMBERS TO NEW ITEMS OBTAINED FROM BLANKET  
PURCHASE AGREEMENTS (BPA)  
N0541 COMPLETE COMPUTER GENERATED PURCHASE ORDER OR RECEIVING  
SERVICE DOCUMENTS  
N0562 DISTRIBUTE DPSC BPA OR BDO PURCHASE ORDERS TO BASE  
CONTRACTING OFFICE OR BAFO  
N0566 DOCUMENT BPA OR BDO COMPETITION  
N0572 MAINTAIN BPA OR BDO CALL REGISTERS  
N0578 PLACE CALLS AGAINST BPAs OR BDOS  
N0579 PRINT BPA OR BDO PURCHASE ORDER FILES

**TASK NUMBER: 00060**

**TASK STATEMENT:**

PROCESS EMERGENCY REQUEST USING BUYER'S PROGRAM

**TASK NOTES:**

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL  
IT IS UP TO THE DISCRETION OF THE COMMANDER WHETHER TO USE THE  
BUYER'S PROGRAM OR NOT (PROGRAM IS HIGHLY RECOMMENDED DUE TO  
ITEM AND COST EFFECTIVENESS)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AF FORM 285  
AF FORM 3062  
BCAS  
DD FORM 1155  
FAX MACHINE  
FOLDERS  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENT  
STAMPS

**REFERENCES:**

AFM 67-1, VOL V  
AFM 167-240  
AFR 12-50  
AFR 30-30  
AFR 124-8  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUEST FOR EMERGENCY ITEM UNDER \$900.00



## CONSTRAINTS:

BCAS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

## STANDARDS:

IAW REFERENCES

## ACTIVITIES:

A VERIFY EMERGENCY JUSTIFICATION LETTER ATTACHED TO ORDER  
A FORWARD AF FORM 285 AND JUSTIFICATION LETTER TO APPROPRIATE  
AGENCY FOR APPROVAL IAW LOCAL OI  
A CALL COMPANY TO ORDER ITEM  
A OBTAIN REQUIRED INFORMATION FROM COMPANY  
A PREPARE AF FORM 3062  
A OBTAIN A STOCK NUMBER WHEN APPLICABLE  
A LOAD STOCK NUMBER WHEN REQUIRED  
A ESTABLISH MASTER RECORD  
A ESTABLISH A LPD  
A PROCESS "ESD"

### USING BCAS

A LOAD PURCHASE ORDER REQUEST  
A LOAD ITEM DESCRIPTION LPD  
A OBTAIN DD FORM 1155 FROM CONTRACTING  
A FORWARD TO APPROPRIATE AUTHORITY FOR SIGNATURE  
A DISTRIBUTE DOCUMENTS

### USING MEDLOG

A PROCESS "EVD"  
A PROCESS "ESD"  
A PROCESS "PPO" (INPUT OPTION TO HAVE DOCUMENT PRINT ON IT'S  
OWN PRINTER)  
A STAMP DOCUMENT WITH APPLICABLE STAMPS  
A FILE CONTRACT IN BUYERS PROGRAM FOLDER  
A FORWARD FOLDER FOR APPROVAL  
A DISTRIBUTE DOCUMENTS  
A RECEIVE ORDER FOR CUSTODIAN  
A CALL CUSTODIAN TO COME AND PICK UP THE REQUESTED ITEM  
A FILE COPY OF EMERGENCY ISSUE AND ALL DOCUMENTS

## SKILLS:

S OPERATE FAX MACHINE  
S OPERATE MEDLOG COMPUTER SYSTEM  
S USE APPLICABLE STAMPS  
S USE BCAS  
S USE FOLDERS

**KNOWLEDGE :**

K ANNOTATE AF FORM 3062  
K ANNOTATE DD FORM 1155  
K ANNOTATE SOURCE DOCUMENTS  
K APPLY CONTRACTING PROCEDURES  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET AF FORM 285

TASK NUMBER: 00061

TASK STATEMENT:

MAINTAIN DUE-IN FILES

TASK NOTES:

PERCENT MEMBERS PERFORMING THIS TASK AT THEIR FIRST JOB DOES NOT JUSTIFY TRAINING AT 3-SKILL LEVEL, HOWEVER, HIGH TRAINING EMPHASIS RATINGS INDICATE TRAINING SHOULD BE CONSIDERED FOR INCLUSION IN THE BASIC COURSE.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

ACTIVITY BACK ORDER REPORT (Y21)  
DUE-IN/DUE-OUT SUSPENSE LIST (Z04)  
LP FOLDER  
MEDLOG COMPUTER SYSTEM  
REQUISITION TROUBLE LIST (X17)  
STATUS ACTION LIST PART 1 (X22)  
STATUS EDIT LIST PART 1 (X20)

REFERENCES:

AFM 67-1, VOL V, CHAP 2  
AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF LISTINGS OR CANCELLATION REQUEST

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:****RECEIPT OF CANCELLATION REQUEST**

A RECEIVE CANCELLATION REQUEST FROM CUSTOMER  
A PROCESS INQUIRY TO VERIFY STATUS  
A PROCESS CANCELLATION REQUESTS IF THE INQUIRY SHOWS "NO SHIPPING STATUS" (F0219)  
A PROCESS DUE-IN ITEM CANCELLATIONS (F0224)  
A PROCESS DUE-OUT CANCELLATIONS  
A ANNOTATE OR COMPLETE CANCELLATION REQUESTS (F0144)

**RECEIPT OF LISTING**

A RESEARCH LISTINGS AND TAKE APPROPRIATE ACTIONS  
A PERFORM FOLLOW-UP ACTIONS ON PAST DUE REQUISITIONS (F0209)  
A UPDATE PAST DUE REQUISITIONS STATUS (N0589)  
A VERIFY FOLLOW-UP ACTIONS ON PAST DUE REQUISITIONS (F0247)  
A POST FOLLOW-UP ACTION IN LP FOLDER

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE LP FOLDERS  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET LISTINGS  
K INTERPRET STATUS CODES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0144	3.66	21	28	32	37	4.44	11
F0209	5.70	33	42	46	54	5.19	12
F0219	4.00	24	35	42	40	4.40	12
F0224	4.17	27	34	42	44	4.40	12
F0247	3.71	22	27	31	37	4.80	11
N0589	3.91	12	14	17	16	4.98	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0144 ANNOTATE OR COMPLETE CANCELLATION REQUESTS  
F0209 PERFORM FOLLOW-UP ACTIONS ON PAST DUE REQUISITIONS  
F0219 PROCESS CANCELLATION REQUESTS  
F0224 PROCESS DUE-IN ITEM CANCELLATIONS  
F0247 VERIFY FOLLOW-UP ACTIONS ON PAST DUE REQUISITIONS  
N0589 UPDATE PAST DUE REQUISITIONS STATUS

TASK NUMBER: 00062

TASK STATEMENT:

PERFORM NONMEDICAL SUPPLY PROCEDURES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 2005  
CALCULATOR  
DD FORM 1348-6  
GOVERNMENT VEHICLES  
GSA CATALOG  
MEDLOG COMPUTER SYSTEM  
MHE  
NONMEDICAL SUPPLY FORM (LOCAL FORM)

REFERENCES:

AFM 67-1, VOL V, CHAP 9  
AFM 67-1, VOL V, CHAP 10  
AFM 67-1, VOL V, CHAP 17  
AFM 167-230, SEC 9  
AFM 167-230, SEC 10  
AFM 167-230, SEC 17  
AFR 67-23  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A ENSURE CORRECT ITEMS HAVE BEEN REQUESTED  
A PREPARE AF FORM 2005  
A PROCESS CUSTOMER REQUESTS (E0136)  
A EXPENSE COSTS TO RESOURCE CENTER/COST CENTER (RC/CC) OR  
PROCESS MASS RECEIPTS  
A ANNOTATE FORMS TO SHOW ACTION TAKEN  
A FORWARD FORMS FOR QUALITY CONTROL  
A INITIATE NONMEDICAL EXCESS ITEM TURN-IN DOCUMENTS (G0278)  
A DELIVER NONMEDICAL EXCESS TO BASE SUPPLY (G0266)

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE GOVERNMENT VEHICLES  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)

**KNOWLEDGE:**

K ANNOTATE AF FORM 2005  
K ANNOTATE DD FORM 1348-6  
K ANNOTATE NONMEDICAL SUPPLY FORM  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K APPLY TURN-IN PROCEDURES  
K INTERPRET GSA CATALOG

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
E0136	1.94	13	18	20	28	3.55	2
G0266	1.37	12	12	11	8	3.59	2
G0278	1.56	10	10	11	7	3.94	2
G0291	2.97	33	34	33	35	4.53	15

**USAF JOB INVENTORY TASK STATEMENTS:**

E0136 PROCURE OFFICE SUPPLIES OR FORMS  
G0266 DELIVER NONMEDICAL EXCESS TO BASE SUPPLY  
G0278 INITIATE NONMEDICAL EXCESS ITEM TURN-IN DOCUMENTS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS

TASK NUMBER: 00063

**TASK STATEMENT:**

PROCESS MEDICAL EXCESS

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AFMLL  
DAILY EXCESS RECONCILIATION LIST (X31)  
DD FORM 1348-1  
EXCESS REPORTED LIST (Z17)  
GOVERNMENT VEHICLES  
MEDLOG COMPUTER SYSTEM  
MHE  
MONTHLY EXCESS RECONCILIATION LIST (Y26)  
STATUS ACTION LIST PART II/EXCESS STATUS (X23)  
STATUS EDIT LIST PART II/EXCESS STATUS (X21)  
TYPEWRITER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 2, ATCH 16  
AFM 67-1, VOL V, CHAP 20  
AFM 167-230, SEC 20  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF X21, X23, X31, Y26, Z17, OR MANUAL INPUT

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

## ACTIVITIES:

- A INPUT TRANSACTION FROM AFMLO (L0498)
- A IDENTIFY MATERIEL AS REPORTABLE OR NONREPORTABLE EXCESS (F0208, H0332)
- A REVIEW EXCESS REPORTS (H0367)

### NONREPORTABLE:

- A REQUEST DAILY EXCESS RECONCILIATION LIST
- A VERIFY CUSTODIANS CAN'T USE MATERIEL
- A INVENTORY ITEMS
- A OFFER EXCESS TO OTHER BASES OR GOVERNMENT AGENCIES
- A PROCESS DAILY EXCESS RECONCILIATION LISTS (H0354)
- A PROCESS TZL OR DDL ON NONREPORTABLE EXCESS
- A PREPARE DD FORM 1348-1 FOR TURN-IN TO DRMO
- A PULL NONREPORTABLE EXCESS
- A DELIVER EXCESS OR UNSERVICEABLE SUPPLIES OR EQUIPMENT TO DRMO (G0264)
- A COORDINATE DESTRUCTION WITH ACTION OFFICER AND BIOENVIRONMENTAL ENGINEER

### REPORTABLE:

- A OBTAIN DESCRIPTIVE DATA ON LP ITEMS
- A PROCESS "FTE" EXCESS REPORT TO DPSC, VERIFYING THAT CUSTODIANS CAN'T USE MATERIEL
- A DISPOSE OF MATERIEL IAW DISPOSITION INSTRUCTIONS

## SKILLS:

- S OPERATE MEDLOG COMPUTER SYSTEM
- S OPERATE MHE (G0291)
- S OPERATE TYPEWRITER
- S OPERATE GOVERNMENT VEHICLES

## KNOWLEDGE:

- K ANNOTATE DD FORM 1348-1
- K APPLY DOLLAR VALUE CRITERIA TO DETERMINE WHERE TO REPORT EXCESS
- K APPLY SAFETY PROCEDURES
- K APPLY TECHNICAL DATA
- K IDENTIFY PERTINENT DATA CONTAINED IN AFMLL
- K INTERPRET LISTINGS



RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0208	3.99	10	17	20	34	4.07	11
G0264	1.73	26	28	30	29	3.99	2
G0291	2.97	33	34	33	35	4.53	15
H0332	3.27	5	7	10	27	4.96	7
H0354	2.66	5	7	9	16	5.03	7
H0367	2.84	5	7	9	25	5.59	7
L0498	2.79	6	10	11	16	4.58	7

USAF JOB INVENTORY TASK STATEMENTS:

F0208 PERFORM EXCESS DETAIL INQUIRIES  
G0264 DELIVER EXCESS OR UNSERVICEABLE SUPPLIES OR EQUIPMENT TO  
DEFENSE REDISTRIBUTION AND MARKETING OFFICE (DRMO)  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
H0332 IDENTIFY MATERIEL AS REPORTABLE OR NON-REPORTABLE EXCESS  
H0354 PROCESS DAILY EXCESS RECONCILIATION LISTS  
H0367 REVIEW EXCESS REPORTS  
L0498 INPUT TRANSACTIONS FROM AFMLO

TASK NUMBER: 00064

TASK STATEMENT:

REQUEST EXCESS MATERIEL

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AFMLL  
MEDLOG COMPUTER SYSTEM  
WRM STOCK STATUS REPORT (7131)

REFERENCES:

AFM 67-1, VOL V, CHAP 20  
AFM 167-230, SEC 20  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST  
RECEIPT OF AFMLL

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A ESTABLISH MASTER RECORDS WHEN REQUIRED  
A DETERMINE VALIDITY OF QUANTITY  
A REQUISITION ADVERTISED EXCESS MATERIEL  
A PROCESS RECEIPT OF EXCESS "RXD" UPON RECEIPT OF PROPERTY

**ACTIVITIES:****RECEIPT OF AFMLL**

A COMPARE WRM SHORTAGES WITH AIR FORCE EXCESS (K0441)  
A IDENTIFY WRM AND OPERATING SHORTAGES  
A COMPARE OPERATING SHORTAGES WITH AF EXCESS  
A REQUISITION ADVERTISED EXCESS MATERIEL (H0363)  
A PROCESS RXD UPON RECEIPT OF PROPERTY

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY PERTINENT DATA CONTAINED IN AFMLL  
K INTERPRET STOCK STATUS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0363	3.07	5	10	11	22	4.63	7
K0441	2.63	4	4	6	21	5.16	7

**USAF JOB INVENTORY TASK STATEMENTS:**

H0363 REQUISITION ADVERTISED EXCESS MATERIEL  
K0441 COMPARE WRM SHORTAGES WITH AIR FORCE EXCESS

**TASK NUMBER: 00065**

**TASK STATEMENT:**

PERFORM NON-EQUIPMENT INVENTORIES (OTHER THAN WRM)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CALCULATOR  
DATED INVENTORY LIST (Z10)  
DUE-IN/DUE-OUT SUSPENSE LIST (Z04)  
INVENTORY ACCURACY ANALYSIS REPORT (Z05)  
INVENTORY ADJUSTMENT DOCUMENTS (X04)  
INVENTORY LISTINGS  
MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
PHYSICAL INVENTORY BALANCE LIST (Z08)  
PHYSICAL INVENTORY COUNT LIST (Z07)  
SOURCE DOCUMENTS  
TYPEWRITER

**REFERENCES:**

AFM 67-1, VOL V, CHAP 12  
AFM 167-230, SEC 12  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF WAREHOUSE REFUSAL  
BEGINNING OF EACH FISCAL YEAR;  
DIRECTED BY REGULATIONS

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A ESTABLISH INVENTORY DEADLINE DATES (A0013)  
A ESTABLISH ISSUE REQUEST SUBMISSION SCHEDULES (H0331)  
A PUBLISH INFORMATION ABOUT THE INVENTORY  
A PUBLISH SCHEDULE ASSIGNMENTS  
A CONDUCT INVENTORY TRAINING  
A CONDUCT PREINVENTORY COUNTS (H0323)  
A PROCESS FREEZE TRANSACTIONS (H0356)  
A COUNT PROPERTY AND ANNOTATE DATES (G0259)  
A COMPARE PHYSICAL COUNT WITH INVENTORY LISTINGS (F0153)  
A RECOUNT AS REQUIRED  
A COMPARE PHYSICAL COUNT WITH INVENTORY LISTINGS (F0153)  
A RESEARCH DISCREPANCIES  
A PROCESS INVENTORY TRANSACTIONS (H0360)  
A REVIEW INVENTORY ACCURACY ANALYSIS REPORTS (F0239)  
A REVIEW INVENTORY ADJUSTMENTS TRANSACTIONS (F0240)  
A REVERSE INVENTORY FREEZE  
A INITIATE CERTIFICATIONS FOR INVENTORY ADJUSTMENT DOCUMENTS  
(H0335)  
A REVIEW INVENTORY ADJUSTMENT DOCUMENTS FOR REPORT OF SURVEY ITEMS  
A MAINTAIN INVENTORY ADJUSTMENT DOCUMENT FILES (H0347)  
A ADJUST DATED ITEM RECORDS  
A MAINTAIN INVENTORY FILE

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER

**KNOWLEDGE:**

K APPLY APPLICABLE SOURCE DOCUMENTS  
K APPLY BASIC INVENTORY PROCEDURES  
K APPLY FILING TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K IDENTIFY DISCREPANCIES  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
A0013	.37	5	6	11	45	4.25	2
F0153	2.96	32	29	28	43	4.45	7
F0239	.90	4	3	6	29	5.59	2
F0240	1.16	9	8	11	37	5.38	2
G0259	3.96	24	27	23	24	4.22	11
H0323	1.81	12	12	12	20	4.39	2
H0331	1.19	3	6	6	16	4.77	2
H0335	1.53	4	3	6	24	5.25	2

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0347	2.89	3	7	11	16	3.90	7
H0356	1.70	3	5	8	20	4.57	2
H0360	2.33	5	7	10	25	5.40	7

**USAF JOB INVENTORY TASK STATEMENTS:**

A0013 ESTABLISH INVENTORY DEADLINE DATES  
F0153 COMPARE PHYSICAL COUNT WITH INVENTORY LISTINGS  
F0239 REVIEW INVENTORY ACCURACY ANALYSIS REPORTS  
F0240 REVIEW INVENTORY ADJUSTMENT TRANSACTIONS  
G0259 CONDUCT DATED ITEM INVENTORY COUNTS  
H0323 CONDUCT PREINVENTORY COUNTS  
H0331 ESTABLISH ISSUE REQUEST SUBMISSION SCHEDULES  
H0335 INITIATE CERTIFICATIONS FOR INVENTORY ADJUSTMENT DOCUMENTS  
H0347 MAINTAIN INVENTORY ADJUSTMENT DOCUMENT FILES  
H0356 PROCESS FREEZE TRANSACTIONS  
H0360 PROCESS PHYSICAL INVENTORY ADJUSTMENTS

TASK NUMBER: 00066

TASK STATEMENT:

REVISE WRM QA RECORDS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM  
MHE  
QA LISTINGS

REFERENCES:

AFM 67-1, VOL V, CHAP 15  
AFM 167-230, SEC 15  
AFM 167-230, SEC 19  
AFM 167-230, SEC 30  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF WRM REQUIREMENT CHANGE

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A GATHER QA DATA  
A PROCESS WRM QA TRANSACTIONS (K0473)  
A COMMINGLE DATED WRM ASSETS WITH OPERATING ASSETS (K0439)  
A STORE PROPERTY IN ASSEMBLIES  
A PROCESS REQUEST FOR VALIDATION (WVJ)

**ACTIVITIES:**

A COMPARE WRM ASSETS TO QA WRM LISTINGS (K0440)  
A PROCESS TRANSACTION AS REQUIRED  
A MAINTAIN SERVICEABILITY CHECKS, VIA QA LISTINGS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)

**KNOWLEDGE:**

K APPLY QA PROCEDURES  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET LISTINGS  
K INTERPRET PROJECT CODES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15
K0439	3.07	7	9	13	22	5.04	7
K0440	3.29	7	9	13	23	5.68	7
K0473	3.43	7	9	13	24	5.02	7

**USAF JOB INVENTORY TASK STATEMENTS:**

G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND FORKLIFTS  
K0439 COMMINGLE DATED WAR RESERVE MATERIEL (WRM) ASSETS WITH OPERATING ASSETS  
K0440 COMPARE WRM ASSETS TO QUALITY ASSURANCE WRM LISTINGS  
K0473 PROCESS WRM QUALITY ASSURANCE TRANSACTIONS



TASK NUMBER: 00067

TASK STATEMENT:

CONDUCT WRM INVENTORIES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CALCULATOR  
MEDLOG COMPUTER SYSTEM  
MHE  
PACKING INVENTORY LIST  
QA LISTINGS

REFERENCES:

AFM 67-1, VOL V, CHAP 15  
AFM 167-230, SEC 12  
AFM 167-230, SEC 15  
AFM 167-230, SEC 19  
AFM 167-230, SEC 30  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

BEGINNING OF FISCAL YEAR  
DIRECTED BY REGULATION  
RECEIPT OF WRM KIT REFUSAL

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A REQUEST PACKING LIST  
A REMOVE ASSEMBLY FROM STORAGE  
A COMPARE PACKING LIST BALANCES WITH ON-HAND BALANCES (K0477)  
A COMPARE WRM ASSETS TO QA WRM LISTINGS (K0440)  
A ANNOTATE CHANGES TO QA LISTINGS  
A UPDATE QA RECORDS AS REQUIRED  
A PROCESS VALIDATION LISTINGS  
A PREPARE INVENTORY ADJUSTMENTS AS REQUIRED (7-LEVEL FUNCTION)  
A PREPARE NEW PACKING LISTS  
A FILE PACKING LISTS WITH ASSEMBLIES  
A MAINTAIN WORK COPIES OF WRM QA LISTINGS (K0464)

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)

**KNOWLEDGE:**

K APPLY BASIC INVENTORY PROCEDURES  
K APPLY QA PROCEDURES  
K APPLY MATHEMATICAL SKILLS  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
G0291	2.97	33	34	33	35	4.53	15
K0440	3.29	7	9	13	23	5.68	7
K0464	1.97	4	6	10	24	4.55	2
K0477	1.71	5	7	8	12	5.45	2

**USAF JOB INVENTORY TASK STATEMENTS:**

G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND FORKLIFTS  
K0440 COMPARE WRM ASSETS TO QUALITY ASSURANCE WRM LISTINGS  
K0464 MAINTAIN WORK COPIES OF WRM COMPUTER OUTPUT LISTINGS  
K0477 REVIEW ATC, ATH OR SART SUPPLY MATERIEL PACKING LIST DOCUMENTATION

TASK NUMBER: 00068

TASK STATEMENT:

ESTABLISH OR REVISE STOCK CONTROL LEVELS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CALCULATOR  
MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL TRANSACTION LISTING (Y24)  
STOCK STATUS

REFERENCES:

AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST  
REVIEW OF STOCK STATUS AS DIRECTED BY REGULATIONS

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A OBTAIN CONSUMPTION DATA FROM Y24  
A INPUT CONSUMPTION DATA TO COMPUTER  
A COMPLETE FORMULA USING CONSUMPTION DATA AND PIPELINE TIMES  
A DETERMINE IF STOCK LEVEL IS REQUIRED  
A DISCUSS CHANGES WITH CUSTODIANS  
A TRANSFER STOCK TO APPLICABLE INVENTORY CODE  
A PROCESS LEVELS WHEN REQUIRED

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY BASIC INVENTORY PROCEDURES  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA  
K INTERPRET STOCK STATUS  
K INTERPRET Y24

TASK NUMBER: 00069

TASK STATEMENT:

MAINTAIN SOURCE DOCUMENT FILES (E0134)

TASK NOTES:

PERCENT MEMBERS PERFORMING THIS TASK AT THEIR FIRST JOB DOES NOT JUSTIFY TRAINING AT 3-SKILL LEVEL, HOWEVER, HIGH TRAINING EMPHASIS RATINGS INDICATE TRAINING SHOULD BE CONSIDERED FOR INCLUSION IN THE BASIC COURSE.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 614 (CHARGE OUT FORM)  
FILING CABINETS  
FOLDERS  
HANGING FILES  
MEDICAL MATERIEL DOCUMENT REGISTER (X12)  
SOURCE DOCUMENTS  
TYPEWRITER

REFERENCES:

AFM 67-1, VOL V  
AFM 167-230  
AFR 12-20  
AFR 12-50

CUES:

DIRECTED BY REFERENCES  
MISSING OR DELINQUENT SOURCE DOCUMENT

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW SOURCE DOCUMENTS FOR COMPLETENESS (L0512)  
A PLACE DOCUMENTS IN APPROPRIATE SEQUENCE  
A REVIEW FILE FOR MISSING OR DELINQUENT DOCUMENTS (L0495)  
A PREPARE DUPLICATE DOCUMENT FOR ANY MISSING DOCUMENTS (L0491, L0497)

**ACTIVITIES:**

A FILE DOCUMENTS IN APPLICABLE FILES (L0493, L0494)  
A RESEARCH APPLICABLE REFERENCES FOR DOCUMENT DISPOSITION USING  
AFR 12-20 AND AFR 12-50  
A MAINTAIN FILES FOR APPLICABLE TIME FRAMES

**SKILLS:**

S OPERATE TYPEWRITER  
S USE FILING CABINET

**KNOWLEDGE:**

K ANNOTATE AF FORM 614  
K APPLY FILING TECHNIQUES  
K APPLY MATHEMATICAL SKILLS  
K APPLY FILING TECHNIQUES  
K INTERPRET CONSTRUCTION OF DOCUMENT NUMBERS  
K INTERPRET SOURCE DOCUMENTS  
K INTERPRET X12

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
E0134	4.53	22	30	33	34	4.14	12
L0491	3.61	11	16	19	21	4.30	11
L0493	4.06	20	31	35	30	3.71	12
L0494	2.89	5	13	14	18	4.18	7
L0495	3.83	9	16	19	17	4.63	11
L0497	2.73	3	8	10	13	4.64	7
L0512	2.67	5	11	14	20	4.74	7

**USAF JOB INVENTORY TASK STATEMENTS:**

E0134 MAINTAIN SOURCE DOCUMENT FILES  
L0491 DRAFT LOST DOCUMENT FACSIMILES  
L0493 FILE SOURCE DOCUMENTS  
L0494 FILE SUPPORTING DOCUMENTS OF PHYSICAL INVENTORIES  
L0495 IDENTIFY DELINQUENT DOCUMENTS  
L0497 INITIATE LOST DOCUMENT CERTIFICATES  
L0512 REVIEW SUPPLY DOCUMENTS OTHER THEN ISSUES, REQUISITIONS,  
OR RECEIPTS

TASK NUMBER: 00070

TASK STATEMENT:

PERFORM QC CHECKS (L0503)

TASK NOTES:

RECOMMEND RESPONSIBLE PERSONNEL HAVE AN OVERALL WORKING  
KNOWLEDGE OF THE MEDLOG SYSTEM

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDICAL MATERIEL DOCUMENT REGISTER (X12)  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENTS

REFERENCES:

AFM 67-1, VOL V, CHAP 4  
AFM 167-230, SEC 4  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF X12

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A MATCH THE SOURCE DOCUMENT TO THE DOCUMENT REGISTER VERIFYING  
THAT ALL TRANSACTIONS PROCESSED CORRECTLY (L0490, L0503)  
A SEARCH FOR MISSING DOCUMENTS (L0495)

**ACTIVITIES:**

A PERFORM CORRECTIVE ACTION ON INVALID DOCUMENTS  
A PREPARE DUPLICATE DOCUMENTS FOR ANY UNRECOVERED MISSING  
DOCUMENTS(L0491, L0497)  
A FILE QUALITY CONTROL DOCUMENT REGISTERS (L0492)  
A FILE SOURCE DOCUMENTS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE SOURCE DOCUMENTS  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA  
K IDENTIFY INCORRECT INFORMATION  
K INTERPRET X12

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
L0490	5.49	16	23	25	24	4.55	11
L0491	3.61	11	16	19	21	4.30	11
L0492	3.74	12	21	22	14	3.75	11
L0495	3.83	9	16	19	17	4.63	11
L0497	2.73	3	8	10	13	4.64	7
L0503	4.56	12	18	19	19	4.65	11

**USAF JOB INVENTORY TASK STATEMENTS:**

L0490 COMPARE RECEIVING DOCUMENTS WITH DOCUMENT REGISTERS  
L0491 DRAFT LOST DOCUMENT FACSIMILES  
L0492 FILE QUALITY CONTROL DOCUMENT REGISTERS  
L0495 IDENTIFY DELINQUENT DOCUMENTS  
L0497 INITIATE LOST DOCUMENT CERTIFICATES  
L0503 PERFORM QUALITY CONTROL CHECKS



TASK NUMBER: 00071

TASK STATEMENT:

RESOLVE STATUS ACTION LISTS PART I (REQUISITION) (X22) (F0251)

TASK NOTES:

MORE EXPLICIT INSTRUCTIONS ARE NEEDED FOR THE ACCOMPLISHMENT OF THIS TASK. EXISTING REFERENCES ARE VERY VAGUE AND RELY TOO MUCH ON INDIVIDUAL EXPERIENCE

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AFML AMDL  
DLA CUSTOMER ASSISTANCE HANDBOOK  
MCRL  
MEDCATS  
MEDLOG COMPUTER SYSTEM  
MICROFICHE AND MICROFICHE VIEWER  
MEDICAL MATERIEL REQUIREMENTS LIST (X13)  
REQUISITION TROUBLE LIST (X17)  
STATUS ACTION LIST, PART I (X22)

REFERENCES:

AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF STATUS ACTIONS LIST, PART I

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A REVIEW DLA CUSTOMER ASSISTANCE HANDBOOK FOR STATUS CODE AND  
TAKE APPROPRIATE ACTION  
A REVIEW LISTS WITH BJ STATUS CODES FOR DUE-OUT QUANTITIES  
A UPDATE MASTER RECORD TO REFLECT STATUS CODE, AS APPROPRIATE  
A UPDATE DUE-OUT RECORDS AS APPLICABLE  
A NOTIFY CUSTOMERS OF DELETED STATUS  
A COMPARE THE X22 TO THE X13 AND THE X17  
A NOTIFY AFMLO CONCERNING CONFUSING, INADEQUATE, OR MISSING DATA  
A PREPARE SOURCE DOCUMENTS TO SUPPORT CANCELLATION OR ADJUST-  
MENTS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MICROFICHE VIEWER

**KNOWLEDGE:**

K APPLY CORRECTIVE ACTION  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET DLA CUSTOMER ASSISTANCE HANDBOOK  
K INTERPRET LISTINGS  
K INTERPRET MEDCATS  
K INTERPRET MICROFICHE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0251	4.40	10	13	19	27	5.55	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0251 WORK STATUS ACTION LISTS PART 1

TASK NUMBER: 00072

TASK STATEMENT:

RESOLVE STATUS ACTION LISTS PART II/EXCESS STATUS (X23)(F0252)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

DLA CUSTOMER ASSISTANCE HANDBOOK  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENTS  
STATUS ACTION LIST, (EXCESS STATUS) PART II (X23)

REFERENCES:

AFM 67-1, VOL V, CHAP 20  
AFM 167-230, SEC 20  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF X23

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW X23 FOR EXCESS STATUS  
A COMPLETE ACTION REQUIRED, AS INDICATED BY MESSAGE STATUS CODE  
A PROCESS TRANSACTIONS  
A PREPARE REQUIRED DOCUMENTS FOR FINAL DISPOSITION  
A PREPARE SOURCE DOCUMENTS TO SUPPORT ACTION REQUIRED

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE SOURCE DOCUMENTS  
K APPLY TECHNICAL DATA  
K INTERPRET DLA CUSTOMER ASSISTANCE HANDBOOK  
K INTERPRET MESSAGES  
K INTERPRET X23

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0252	4.36	5	9	14	24	5.59	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0252 RESOLVE STATUS ACTION LISTS PART II

TASK NUMBER: 00073

**TASK STATEMENT:**

RESOLVE STATUS EDIT LISTS PART I (X20) (F0253)

**TASK NOTES:**

MORE EXPLICIT INSTRUCTIONS ARE NEEDED FOR THE ACCOMPLISHMENT OF THIS TASK. EXISTING REFERENCES ARE VERY VAGUE AND RELY TOO MUCH ON INDIVIDUAL EXPERIENCE.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

DLA CUSTOMER ASSISTANCE HANDBOOK  
MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
SOURCE DOCUMENTS  
STATUS EDIT LIST, PART I (X20)  
DAILY BALANCE REGISTER (X08)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 2  
AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 8  
DPS CUSTOMER SERVICE HANDBOOK  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF X20

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW ALL STATUS CODES AND MESSAGES  
A PERFORM TRANSACTION HISTORY INQUIRIES (F0213)  
A RESEARCH PAST HISTORY TO DETERMINE ACTION TO BE TAKEN  
A PROCESS TRANSACTION, AS APPROPRIATE  
A ANNOTATE LISTING WITH ACTION TAKEN  
A PREPARE SOURCE DOCUMENTS TO SUPPORT ACTION TAKEN

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K ANNOTATE Y24  
K ANNOTATE SOURCE DOCUMENTS  
K APPLY STATUS EDIT LISTS PART I PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET DLA CUSTOMER ASSISTANCE HANDBOOK  
K INTERPRET EDIT MESSAGE CODES  
K INTERPRET STATUS CODES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0213	4.89	59	67	70	68	3.31	18
F0253	4.39	8	12	18	25	5.52	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0213 PERFORM TRANSACTION HISTORY INQUIRIES  
F0253 RESOLVE STATUS EDIT LISTS PART I

TASK NUMBER: 00074

TASK STATEMENT:

RESOLVE STATUS EDIT LISTS PART II (EXCESS STATUS) (X21) (F0254)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

DLA CUSTOMER ASSISTANCE HANDBOOK  
MEDLOG COMPUTER SYSTEM  
STATUS EDIT LIST, PART II (EXCESS STATUS) (X21)

REFERENCES:

AFM 67-1, VOL V, CHAP 20  
AFM 167-230, SEC 20  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF STATUS EDIT LIST, PART II

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW LIST FOR ERRORS  
A ANNOTATE LISTING WITH ACTION(S) TO BE TAKEN  
A PROCESS TRANSACTIONS  
A ANNOTATE LISTING WITH ACTION TAKEN

SKILLS:

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY STATUS EDIT LIST PART II PROCEDURES  
K APPLY TECHNICAL DATA  
K INTERPRET DLA CUSTOMER ASSISTANCE HANDBOOK  
K INTERPRET MESSAGES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0254	4.36	5	8	14	22	5.53	11

**USAF JOB INVENTORY TASK STATEMENTS:**

F0254 WORK STATUS EDIT LISTS PART II



TASK NUMBER: 00075

TASK STATEMENT:

COMPLETE STOCK STATUS REPORTS (Z11) (H0319)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
STOCK STATUS REPORT (Z11)

REFERENCES:

AFM 67-1, VOL V, CHAP 8  
AFM 167-230, SEC 7  
AFM 167-230, SEC 38  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF Z11

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW REPORT FOR ERRORS (H0368, H0371)  
A ANNOTATE REPORT WITH ACTIONS TO BE TAKEN  
A IDENTIFY ITEMS TO BE RESTRATIFIED (H0366)  
A COORDINATE WITH CUSTOMERS FOR ACTION TO BE TAKEN (H0366)  
A QUALITY CONTROL TRANSACTIONS  
A PROCESS APPLICABLE TRANSACTIONS  
A DISTRIBUTE REPORT TO AFMLO, AS REQUIRED (H0330)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES

K APPLY TECHNICAL DATA

K INTERPRET REPORTS AND LISTINGS

K INTERPRET MESSAGES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0319	2.54	4	6	10	30	6.83	7
H0330	.80	1	2	3	10	4.36	2
H0366	2.84	9	8	10	26	6.36	7
H0368	2.49	10	10	11	30	6.28	7
H0371	1.96	7	7	8	25	6.15	2

**USAF JOB INVENTORY TASK STATEMENTS:**

H0319 COMPLETE STOCK STATUS REPORTS

H0330 DISTRIBUTE STOCK STATUS REPORT TO AFMLO

H0366 RESEARCH STOCK STATUS REPORTS

H0368 REVIEW STOCK STATUS REPORTS

H0371 VERIFY STOCK STATUS REPORTS

TASK NUMBER: 00076

TASK STATEMENT:

MAINTAIN D-DAY DRUG LEVEL LISTINGS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

D-DAY DRUG LEVEL LIST  
MEDLOG COMPUTER SYSTEM  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)

REFERENCES:

AFM 67-1, VOL V, CHAP 15  
AFM 167-230, SEC 15  
MANUFACTURER'S MANUAL  
WAR MOBILITY PLAN VOL I, ANNEX F

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF D-DAY LISTING

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW D-DAY LIST (K0478)  
A COORDINATE WITH PROFESSIONAL STAFF PERSONNEL (3-LETTER  
DESIGNEES) (K0486)  
A VERIFY LISTING WITH PHARMACY PERSONNEL  
A PROCESS SLR TRANSACTIONS, WHEN PEACETIME OPERATING STOCK  
DOES NOT EXIST  
A FILE D-DAY DRUG LISTINGS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K APPLY FILING TECHNIQUES  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
K0478	.91	1	1	1	13	5.91	2
K0486	.56	1	1	0	4	5.61	2

**USAF JOB INVENTORY TASK STATEMENTS:**

K0478 REVIEW D-DAY DRUG LEVEL LISTINGS  
K0486 UPDATE D-DAY DRUG LEVEL LISTINGS

TASK NUMBER: 00077

TASK STATEMENT:

MAINTAIN FINANCIAL TRANSACTIONS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDICAL MATERIEL DOCUMENT REGISTER (X12)  
FINANCIAL LOAD SHEETS  
MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 167-230, SEC 29  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CHANGE IN PFMR CODES, AND RC/CC  
MANDATED QUARTERLY AND EOFY

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A COORDINATE FINANCIAL LOADS WITH RMO  
A DISTRIBUTE FINANCIAL LISTINGS (F0179)  
A RECEIVE FINANCIAL LOAD SHEET FROM RMO  
A REVIEW X12 AND FINANCIAL LOAD SHEET LISTINGS  
A LOAD FUNDS (O0606)  
A INPUT COST CENTER PFMR TRANSACTIONS (O0600)  
A UPLOAD NEW COST CENTER MASTER FILES (F0245)  
A QC THE LOAD SHEET AGAINST DOCUMENT REGISTER, PART 6

**ACTIVITIES:**

A FILE LOAD SHEET INTO PERMANENT FILE  
A MAINTAIN PFMR LISTINGS (L0501)  
A COORDINATE POLICIES AND PROCEDURES WITH BAFO (A0004)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K INTERPRET X12  
K INTERPRET LOAD SHEET

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
A0004	1.30	10	9	14	46	6.12	2
F0179	1.90	18	25	26	29	3.61	2
F0245	1.89	4	6	10	25	5.05	2
L0501	1.99	12	17	18	18	4.13	2
O0600	2.34	10	12	17	35	5.04	7
O0606	2.34	3	8	16	40	4.79	7

**USAF JOB INVENTORY TASK STATEMENTS:**

A0004 COORDINATE POLICIES AND PROCEDURES WITH BASE ACCOUNTING  
AND FINANCE OFFICES (BAFO)  
F0179 DISTRIBUTE FINANCIAL LISTINGS  
F0245 UPLOAD NEW COST CENTER MASTER FILES  
L0501 MAINTAIN PROJECT FUND MANAGEMENT RECORD (PFMR) LISTINGS  
O0600 INPUT COST CENTER PROJECT FUND MANAGEMENT RECORDS (PFMR)  
TRANSACTIONS  
O0606 LOAD FUNDS

TASK NUMBER: 00078

TASK STATEMENT:

PROVIDE BUDGET REQUIREMENTS FOR MDSF BUDGETS

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF STOCK FUND TRIAL BALANCE  
APPROVED OPERATING PROGRAM (PCNSH069CC3D, 3E, 3F, AND 3G)  
CALCULATOR  
COST CENTER MASTER LIST  
MEDICAL MATERIEL MANAGEMENT REPORT  
MEDICAL WORK LOAD AND NET SALES  
MEDICAL WRM PROGRAM  
MEDICAL AND DENTAL OPERATING PROGRAM  
OPERATING BUDGET STATEMENT (AR1092)  
PART I OF CUSTOMERS OPERATING BUDGETS  
STRATIFICATION REPORT  
WRM STOCK STATUS REPORT

REFERENCES:

AFM 67-1, VOL V, CHAP 24  
APPLICABLE TAs  
MAJCOM GUIDANCE LETTER  
MANUFACTURER'S MANUAL

CUES:

RECEIVE MDSF REQUIREMENTS FOR THE CURRENT AND NEXT FISCAL YEARS  
RECEIVE BUDGET CALL FROM MDSF MANAGER

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A RECEIVE BUDGET CALL (C0067)  
A VERIFY VARIANCE ON TRIAL BALANCE  
A GATHER ALL APPLICABLE DATA AND LISTINGS  
A DETERMINE BUDGET REQUIREMENTS FOR MDSF (C0092)  
A PREPARE BUDGET IAW REFERENCES  
A SUBMIT BUDGET TO AFMLO AND MAJCOM

**SKILLS:**

S OPERATE CALCULATOR

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K APPLY MATHEMATICAL SKILLS  
K IDENTIFY MEDICAL WORK LOAD AND NET SALES  
K INTERPRET OPERATING BUDGET STATEMENT (AR1092)  
K INTERPRET INFORMATION ON TRIAL BALANCE  
K INTERPRET LISTINGS  
K INTERPRET PART 1 OF CUSTOMERS OPERATING BUDGETS  
K INTERPRET PROGRAMS  
K INTERPRET REPORTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
C0067	.41	1	2	3	23	6.99	2
C0092	.74	2	2	3	27	7.17	2

**USAF JOB INVENTORY TASK STATEMENTS:**

C0067 EVALUATE BUDGETING REQUIREMENTS  
C0092 REVIEW MEDICAL DENTAL STOCK FUND (MDSF) OPERATING PROGRAM  
STATUS



TASK NUMBER: 00079

TASK STATEMENT:

PROCESS MEDICAL MATERIEL COMPLAINTS (H0357)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

FAX MACHINE  
ITEM SERVICEABILITY TAGS  
MEDLOG COMPUTER SYSTEM  
MESSAGE FORMS  
MHE  
SF 380

REFERENCES:

AFM 67-1, VOL V, CHAP 11  
AFM 67-1, VOL V, CHAP 19, ATCH 1  
AFM 167-230, SEC 19  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF CUSTOMER COMPLAINT  
NOTIFICATION BY PROFESSIONAL STAFF THAT CERTAIN ITEMS ARE  
INADEQUATE, UNDESIRABLE, OR OTHERWISE BELOW HOSPITAL STANDARDS

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A RECEIVE CUSTOMER COMPLAINT OR PROFESSIONAL STAFF NOTIFICATION  
A DETERMINE SERIOUSNESS OF COMPLAINT (C0076)  
A CHECK ON-HAND BALANCE

**ACTIVITIES:**

A SUSPEND ON-HAND MATERIEL OR EQUIPMENT IN QUESTION  
A SEGREGATE SUSPENDED ITEMS IN WAREHOUSE  
A TAG SUSPENDED ITEMS  
A UPDATE APPLICABLE RECORDS  
A PREPARE SF 380 (H0337)  
A SEND COMPLAINT BY COMPUTER  
A SHIP SAMPLES IF REQUIRED  
A MAINTAIN COMPLAINT FOLDER  
A RETAG ITEMS WITH NEW INFORMATION  
A GATHER ALL PERTINENT INFORMATION  
A ANNOTATE ALL GATHERED INFORMATION  
A DISTRIBUTE DOCUMENT

**SKILLS:**

S OPERATE FAX MACHINE  
S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE MHE (G0291)

**KNOWLEDGE:**

K ANNOTATE MESSAGE FORMS  
K ANNOTATE SERVICEABILITY TAGS  
K ANNOTATE SF 380  
K APPLY SAFETY PROCEDURES  
K APPLY TECHNICAL DATA  
K DETERMINE TYPE OF COMPLAINT (I, II, OR III)

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
C0076	1.27	3	4	7	32	5.80	2
G0291	2.97	33	34	33	35	4.53	15
H0337	2.97	4	5	8	23	5.80	7
H0357	2.90	1	4	7	20	5.81	7

**USAF JOB INVENTORY TASK STATEMENTS:**

C0076 EVALUATE MEDICAL MATERIEL SUPPORT COMPLAINTS  
G0291 OPERATE MATERIEL HANDLING EQUIPMENT (MHE) SUCH AS TUGS AND  
FORKLIFTS  
H0337 INITIATE MEDICAL MATERIEL COMPLAINTS  
H0357 PROCESS MEDICAL MATERIEL COMPLAINTS

TASK NUMBER: 00080

**TASK STATEMENT:**

PROCESS REVERSALS AND OTHER MEDLOG CORRECTIVE ACTIONS

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

FINANCE RECORDS  
MEDICAL MATERIEL DOCUMENT REGISTER (X12)  
MEDLOG COMPUTER SYSTEM  
SOURCE DOCUMENTS

**REFERENCES:**

AFM 67-1, VOL V, CHAP 2  
AFM 67-1, VOL V, CHAP 8  
AFM 67-1, VOL V, CHAP 9  
AFM 67-1, VOL V, CHAP 10  
AFM 67-1, VOL V, CHAP 20  
AFM 167-230, SEC 4  
AFM 167-230, SEC 8  
AFM 167-230, SEC 9  
AFM 167-230, SEC 10  
AFM 167-230, SEC 20  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CANCELLATION OF ISSUE REQUEST  
ITEM ISSUED IN ERROR  
IDENTIFICATION OF ERROR

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

- A GATHER SOURCE DOCUMENTS
- A PERFORM INVENTORY IF REQUIRED
- A ANNOTATE SOURCE DOCUMENT AND X12 WITH REQUIRED ACTIONS
- A PROCESS APPROPRIATE TRANSACTIONS
- A PROCESS APPLICABLE SUPPORTING PAPERWORK, ROD
- A NOTIFY A&F OFFICER, AS APPROPRIATE
- A QUALITY CHECK REVERSAL INPUT
- A NOTIFY CUSTODIAN OF ACTION TAKEN, WHEN APPLICABLE

**SKILLS:**

- S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

- K ANNOTATE SOURCE DOCUMENTS
- K APPLY TECHNICAL DATA
- K IDENTIFY ERRONEOUS TRANSACTIONS
- K INTERPRET FINANCE RECORDS
- K INTERPRET MEDICAL MATERIEL DOCUMENT REGISTER (X12)

TASK NUMBER: 00081

TASK STATEMENT:

COORDINATE PWS PACKAGES (N0552, N0553, N0544)

TASK NOTES:

WRITTEN GUIDANCE IS EXTREMELY VAGUE FOR COMPLETING THIS TASK  
AND NOT ORIENTED TO MEDICAL SUPPLIES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 9  
DD FORM 250  
MEDLOG COMPUTER SYSTEM  
PWS PACKAGE  
TYPEWRITER

REFERENCES:

AFR 168-4  
AFR 168-10  
FAR 84 SERIES  
MANUFACTURER'S MANUAL  
MEDICAL STANDARDS

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST FOR SERVICE

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW CREDENTIALS, COMMITTEE, AND REFERENCES

**ACTIVITIES:**

A REQUEST PWS FROM AIR FORCE OFFICE OF MEDICAL SERVICES (AFOMS)  
(N0536)  
A TAILOR PWS TO MEET LOCAL NEEDS (COORDINATE WITH CUSTOMER)  
A FORWARD PWS AND FUNDED AF FORM 9 TO CONTRACTING (N0565)  
A ESTABLISH AND MONITOR MONTHLY QAE PROGRAM  
A PROCESS MONTHLY REPORTS FOR CONTRACTING USING DD FORM 250  
A FORWARD COMPLETED PWS AND AWARDED CONTRACT TO AFOMS (N0565)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S OPERATE TYPEWRITER

**KNOWLEDGE:**

K ANNOTATE DD FORM 250  
K APPLY CONTRACTING PROCEDURES  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET PWS PACKAGES  
K INTERPRET AF FORM 9

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
N0536	1.27	0	1	2	10	5.96	2
N0545	1.81	1	3	5	7	6.40	2
N0552	.86	0	0	1	6	6.46	2
N0553	.71	0	1	1	8	6.54	2
N0554	.86	0	1	1	7	6.48	2
N0565	.63	0	1	1	2	5.12	2

**USAF JOB INVENTORY TASK STATEMENTS:**

N0536 ACQUIRE PERFORMANCE WORK STATEMENTS (PWS) FROM AIR FORCE  
OFFICE OF MEDICAL SUPPORT (AFOMS)  
N0545 COMPLETE FORMS FOR PROFESSIONAL SERVICES PROCUREMENT  
N0552 COORDINATE PWS PACKAGES WITH AFOMS  
N0553 COORDINATE PWS PACKAGES WITH BASE CONTRACTING OFFICE  
N0554 COORDINATE PWS PACKAGES WITH REQUESTERS  
N0565 DISTRIBUTE PWS PACKAGES TO CONTRACTOR

TASK NUMBER: 00082

TASK STATEMENT:

COORDINATE SERVICE CONTRACTS (N0550, N0555, N0556, N0557, N0558, N0559)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 9  
GOVERNMENT VEHICLES  
SERVICE CONTRACT  
SOWS  
TYPEWRITER  
VENDOR LITERATURE

REFERENCES:

AFM 67-1, VOL V, CHAP 16  
AFM 67-1, VOL V, CHAP 18  
MANUFACTURE'S MANUAL

CUES:

CUSTOMER REQUEST

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A COORDINATE SOWS WITH ACTION AGENCIES (N0559)  
A COORDINATE SERVICE CONTRACT DEVELOPMENT WITH BASE CONTRACTING OFFICE (N0555)  
A COORDINATE SERVICE CONTRACT FUNDING AND MANPOWER AUTHORIZATIONS WITH RMO (N0557)  
A COORDINATE AF FORM 9 WITH BASE BUDGET OFFICE AND COMMERCIAL SERVICES  
A COORDINATE SERVICE CONTRACT MODIFICATIONS WITH ACTION AGENCIES (N0558)  
A COORDINATE DELIVERY, TIMELINESS, AND QUALITY OF CONTRACTED SERVICES WITH BASE CONTRACTING OFFICE (N0550)  
A COORDINATE SERVICE CONTRACT DEVELOPMENT WITH USERS (N0556)  
A PREPARE PURCHASE REQUEST

**SKILLS:**

S OPERATE TYPEWRITER  
S OPERATE GOVERNMENT VEHICLES

**KNOWLEDGE:**

K APPLY AF FORM 9 REQUIREMENTS  
K APPLY CONTRACTING PROCEDURES  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET SERVICE CONTRACT  
K INTERPRET SOWS  
K INTERPRET VENDOR LITERATURE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
N0550	1.34	3	7	9	14	5.91	2
N0555	.81	5	4	6	12	6.57	2
N0556	1.01	4	4	5	9	6.23	2
N0557	.77	3	4	5	12	6.28	2
N0558	.90	3	4	4	9	6.33	2
N0559	.80	1	1	1	7	6.38	2

**USAF JOB INVENTORY TASK STATEMENTS:**

N0550 COORDINATE DELIVERY, TIMELINESS, AND QUALITY OF CONTRACTED SERVICES WITH BASE CONTRACTING OFFICE  
N0555 COORDINATE SERVICE CONTRACT DEVELOPMENT WITH BASE CONTRACT OFFICE  
N0556 COORDINATE SERVICE CONTRACT DEVELOPMENT WITH USERS  
N0557 COORDINATE SERVICE CONTRACT FUNDING AND MANPOWER AUTHORIZATIONS WITH RMO  
N0558 COORDINATE SERVICE CONTRACT MODIFICATIONS WITH ACTION AGENCIES  
N0559 COORDINATE SOWS WITH ACTION AGENCIES



**TASK NUMBER:** 00083

**TASK STATEMENT:**

PERFORM COLD STARTS (00611)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

SYSTEM START UP

**CONSTRAINTS:**

LIGHTNING IS WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A POWER ON ATTACHED RESOURCES  
A POWER ON DP  
A INITIALIZE DISK DRIVES  
A INITIALIZE DP  
A INITIALIZE CP  
A INITIALIZE AP  
A PRESS KEYBOARD KEY ON CP  
A PRESS KEYBOARD KEY ON DP

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0611	5.84	50	54	56	46	4.75	18

**USAF JOB INVENTORY TASK STATEMENTS:**

O0611 PERFORM COLD STARTS

TASK NUMBER: 00084

TASK STATEMENT:

PERFORM COLD TERMINATIONS (00612)

TASK NOTES:

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

PROCESSING HAS BEEN COMPLETED FOR THE DAY

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A POWER OFF WORK STATIONS AND CHARACTER PRINTERS  
A TERMINATE CP  
A POWER OFF AP  
A POWER OFF CP  
A POWER OFF DISK UNIT  
A POWER OFF DP  
A POWER OFF ATTACHED RESOURCES

SKILLS:

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0612	5.81	50	52	56	42	4.71	18

**USAF JOB INVENTORY TASK STATEMENTS:**

O0612 PERFORM COLD TERMINATIONS

**TASK NUMBER:** 00085

**TASK STATEMENT:**

PERFORM WARM STARTS (00615)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

PROCESSING OF ON-LINE TRANSACTIONS REQUIRED

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SIGN OFF DP  
A SIGN OFF CP  
A SIGN ON EACH AP  
A PRESS KEYBOARD KEY ON CP  
A PRESS KEYBOARD KEY ON DP

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00615	5.70	48	53	53	44	4.36	18

**USAF JOB INVENTORY TASK STATEMENTS:**

00615 PERFORM WARM STARTS

**TASK NUMBER:** 00086

**TASK STATEMENT:**

PERFORM WARM TERMINATIONS (00616)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RESETTING OF TERMINAL REQUIRED  
OFF-LINE PROCESSING REQUIRED

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A TERMINATE WORK STATIONS AND CHARACTER PRINTERS  
A TERMINATE CP

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE TURNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00616	5.79	50	54	54	41	4.29	18

**USAF JOB INVENTORY TASK STATEMENTS:**

00616 PERFORM WARM TERMINATIONS



**TASK NUMBER:** 00087

**TASK STATEMENT:**

COORDINATE COMPUTER SYSTEM CORRECTIVE ACTIONS WITH AF SSC  
PERSONNEL (00592)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM  
MESSAGE FROM SSC

**REFERENCES:**

AFM 167-230, ATCH 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

PROBLEM WITH COMPUTER SYSTEM (USUALLY SOFTWARE) THAT CANNOT BE  
RESOLVED LOCALLY

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A CALL SSC IF DIRECTED BY MESSAGE OR IF YOU HAVE AN UNRESOLVED,  
LOCAL PROBLEM  
A FOLLOW INSTRUCTIONS FROM SSC

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K INTERPRET MESSAGE FROM SSC

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0592	2.71	10	15	23	33	5.66	7

**USAF JOB INVENTORY TASK STATEMENTS:**

O0592 COORDINATE COMPUTER SYSTEM CORRECTIVE ACTIONS WITH AF  
STANDARD SYSTEM CENTER PERSONNEL

**TASK NUMBER:** 00088

**TASK STATEMENT:**

LOAD SYSTEM RELEASES (00607)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM  
SYSTEM RELEASE

**REFERENCES:**

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIVED SYSTEM RELEASE FROM SSC

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SET PROCESSING MODE TO OFF-LINE  
A LOG OFF CP  
A INSERT RELEASE CARTRIDGE AND PRESS START ON THE DISK DRIVE  
A SIGN ON DP  
A FOLLOW PROCEDURES PROVIDED

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF  
K INTERPRET MODE OF OPERATION  
K INTERPRET SYSTEM RELEASE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00607	3.93	8	13	18	27	6.18	11

**USAF JOB INVENTORY TASK STATEMENTS:**

00607 LOAD SYSTEM RELEASES

TASK NUMBER: 00089

TASK STATEMENT:

BACKUP SYSTEM FILES TO FLOPPY DISKETTES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

FLOPPY DISKETTE  
MEDLOG COMPUTER SYSTEM

REFERENCES:

LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

EOD PROCESSING HAS BEEN COMPLETED  
SYSTEM FAILURE OR SYSTEM UPGRADE

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A SET PROCESSING MODE TO OFF-LINE  
A TRANSFER SYSTEM FILES TO FLOPPY DISKETTES (00624)  
A FILE BACKUP DISKETTE IN HOLDER  
A MAINTAIN BACKUP FLOPPY DISKETTES OF SYSTEM FILE TRANSFERS  
(00608)

SKILLS:

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE FLOPPY DISKETTES

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORKSTATIONS ARE SIGNED OFF  
K INTERPRET PROCESSING MODE

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0608	5.14	43	42	43	29	4.72	12
O0624	5.31	48	53	54	39	5.26	18

**USAF JOB INVENTORY TASK STATEMENTS:**

O0608 MAINTAIN BACKUP FLOPPY DISKETTES OF SYSTEM FILE TRANSFERS  
O0624 TRANSFER SYSTEM FILES TO FLOPPY DISKETTES

**TASK NUMBER:** 00090

**TASK STATEMENT:**

INITIATE ON-LINE SESSIONS (00597)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

OFF-LINE PROCESSING IS COMPLETE

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SIGN ON AP  
A SELECT PROCESSING MODE  
A POWER ON CHARACTER PRINTERS  
A INITIALIZE WORKSTATIONS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA

K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0597	5.73	49	54	58	45	4.67	18

**USAF JOB INVENTORY TASK STATEMENTS:**

O0597 INITIATE ON-LINE SESSIONS



TASK NUMBER: 00091

TASK STATEMENT:

PROCESS EOD PROGRAMS (00620)

TASK NOTES:

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 171-230, SEC 3, ATCH 10  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

DAILY INTERNAL AND EXTERNAL RECORDS NEED TO BE UPDATED

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A SIGN ON AP  
A SELECT PROCESSING MODE  
A SELECT INCOMING FILES  
A PROCESS INPUT FILES  
A PRESS ENTER KEY ON AP  
A INITIALIZE SPOOLER

**ACTIVITIES:**

A INITIALIZE SECOND AP  
A SIGN ON SECOND AP (7600)  
A TERMINATE SPOOLER ON BP/DP  
A PRESS ENTER KEY ON AP OR 7600  
A PROCESS OUTPUT FILES  
A PRESS ENTER KEY ON AP OR 7600  
A LIST MMMSS-OL LOG FILES

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0620	6.33	57	61	60	43	5.30	18

**USAF JOB INVENTORY TASK STATEMENTS:**

O0620 PROCESS END-OF-DAY (EOD) ROUTINES

TASK NUMBER: 00092

TASK STATEMENT:

PROCESS EOM ROUTINES (00622)

TASK NOTES:

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 171-230, SEC 3, ATCH 10  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

END OF EVERY MONTH

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A SIGN ON AP  
A SELECT PROCESSING MODE  
A SELECT INCOMING FILES  
A PROCESS INPUT FILES  
A PRESS ENTER KEY ON AP  
A INITIALIZE SPOOLER

**ACTIVITIES:**

A INITIALIZE SECOND AP  
A SIGN ON SECOND AP (7600)  
A TERMINATE SPOOLER ON DP  
A PRESS ENTER KEY ON AP OR 7600  
A PROCESS OUTPUT FILES  
A PRESS ENTER KEY ON AP OR 7600  
A LIST MMMSS-OL LOG FILES

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00622	6.07	37	48	51	37	5.57	12

**USAF JOB INVENTORY TASK STATEMENTS:**

00622 PROCESS END OF MONTH (EOM) ROUTINES

**TASK NUMBER:** 00093

**TASK STATEMENT:**

PROCESS EOFY ROUTINES (00621)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 171-230, SEC 3, ATCH 10  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

INTERNAL AND EXTERNAL RECORDS NEED TO BE UPDATED AT  
THE END OF EVERY FISCAL YEAR

**CONSTRAINTS:**

GUIDANCE NOT RECEIVED FROM HIGHER HEADQUARTERS  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE  
ON-LINE PROCESSING HAS NOT BEEN COMPLETED

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SIGN ON AP  
A SELECT PROCESSING MODE (6)  
A SELECT PFMR RC/CC REVISIONS  
A PROCESS PFMR RC/CC REVISIONS  
A INITIALIZE SPOOLER  
A PRESS ENTER ON AP  
A TERMINATE SPOOLER  
A PRESS ENTER ON AP  
A PROCESS OUTPUT FILES  
A PRESS ENTER ON AP  
A LIST LOG FILES

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00621	3.97	20	25	27	31	6.13	11

**USAF JOB INVENTORY TASK STATEMENTS:**

00621 PROCESS END-OF-FISCAL YEAR ROUTINES

**TASK NUMBER:** 00094

**TASK STATEMENT:**

PROCESS AIR FORCE MEDICAL LOGISTICS OFFICE (AFMLO) VALIDATIONS  
(00619)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

AFMLO FILES (FLOPPY DISKETTE OR TAPE)  
MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 167-230, SEC 3, ATCH 10  
AFM 171-230  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

UPDATE INTERNAL AND EXTERNAL RECORDS AFTER EOFY PROCESSING,  
BUT PRIOR TO FIRST EOD PROCESSING

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SIGN ON AP  
A SELECT PROCESSING MODE (7)  
A LOAD AFMLO FILES  
A PRESS ENTER ON AP

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE FLOPPY DISKETTES OR TAPES

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0619	3.19	12	14	18	26	5.56	7

**USAF JOB INVENTORY TASK STATEMENTS:**

O0619 PROCESS AIR FORCE MEDICAL LOGISTICS OFFICE (AFMLO)  
VALIDATIONS



TASK NUMBER: 00095

TASK STATEMENT:

DISTRIBUTE COMPUTER PRODUCTS (00594)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

DECOLLATOR  
GOVERNMENT VEHICLES

REFERENCES:

AFM 167-230, SEC 3, ATCH 5  
MANUFACTURER'S MANUAL

CUES:

RECEIPT OF COMPUTER PRODUCTS

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A DECOLLATE LISTINGS  
A PICK UP AND DISTRIBUTE COMPUTER MEDIA (00617)  
A MAINTAIN MEDIA LOGS (00610)

SKILLS:

S OPERATE DECOLLATOR  
S OPERATE GOVERNMENT VEHICLES

KNOWLEDGE:

K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0594	3.47	45	55	57	42	3.66	17
O0610	3.87	14	18	19	18	4.32	11
O0617	3.57	36	43	42	31	3.94	15

**USAF JOB INVENTORY TASK STATEMENTS:**

O0594 DISTRIBUTE COMPUTER PRODUCTS  
O0610 MAINTAIN MEDIA LOGS  
O0617 PICK UP OR DISTRIBUTE COMPUTER MEDIA

TASK NUMBER: 00096

TASK STATEMENT:

INITIATE ON-LINE RECOVERIES (00596)

TASK NOTES:

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

SYSTEM HAS ABORTED ITSELF

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A SIGN ON AP  
A REINITIALIZE DATABASE  
A PRESS ENTER KEY ON AP  
A LIST LOG FILES

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA

K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00596	5.54	36	45	50	41	5.31	12

**USAF JOB INVENTORY TASK STATEMENTS:**

00596 INITIATE ON-LINE RECOVERIES

**TASK NUMBER:** 00097

**TASK STATEMENT:**

INITIATE PRODUCT RECOVERIES (00598)

**TASK NOTES:**

THIS TASK IS FOR THE MEDLOG MAINFRAME  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN  
AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

FLOPPY DISKETTES  
MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 171-230, SEC 3  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

LOCAL REQUIREMENT TO REPLACE LISTINGS  
OPERATOR ERROR  
PRINTER JAMS

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A SIGN ON AP  
A SELECT PROCESSING MODE (5)  
A SELECT CURRENT OR PREVIOUS DATABASE

**ACTIVITIES:**

A RETRIEVE REPORT FILES FROM BACKUP TAPES OR FLOPPIES  
A SELECT PRODUCTS TO BE RECOVERED  
A PROCESS SELECTIONS  
A INITIALIZE SPOOLER  
A PRESS ENTER ON AP  
A TERMINATE SPOOLER  
A PRESS ENTER ON AP  
A PROCESS OUTPUT FILES  
A LIST LOG FILES

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE FLOPPY DISKETTES

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00598	5.59	35	39	47	39	5.25	12

**USAF JOB INVENTORY TASK STATEMENTS:**

00598 INITIATE PRODUCT RECOVERIES

**TASK NUMBER:** 00098

**TASK STATEMENT:**

INITIATE WRM PROCESSING MODE (00599)

**TASK NOTES:**

THIS TASK IS SIMULATED DURING EXERCISES  
THIS TASK IS FOR THE MEDLOG MAINFRAME  
THIS TASK CAN ONLY BE INITIATED BY AN OFFICER, ONCE IT HAS BEEN  
INITIATED THE TASK WILL BE PERFORMED BY A 7-LEVEL  
THE OPERATION OF THIS TASK IS OUTLINED STEP-BY-STEP IN AFM 171-230

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	-	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 167-230, SEC 3.16  
AFM 167-230, SEC 30  
AFM 171-230  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

ACTUAL WAR TIME

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A RECEIVE DIRECTIVE FROM HIGHER HEADQUARTERS  
A SIGN ON AP  
A SELECT PROCESSING MODE (8)  
A SELECT OPTIONS  
A PROCESS OPTIONS ENTERED

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE ALL WORK STATIONS ARE SIGNED OFF

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
O0599	2.37	5	6	6	7	5.52	7

**USAF JOB INVENTORY TASK STATEMENTS:**

O0599 INITIATE WAR READINESS MATERIEL PROCESSING MODE



TASK NUMBER: 00099

TASK STATEMENT:

PERFORM LINEN LAUNDERING REQUIREMENTS

TASK NOTES:

CONTRACTED AT MAJORITY OF BASES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CALCULATOR  
DISINFECTANTS  
DYES (INDELIBLE)  
GLOVES  
GOVERNMENT VEHICLES  
GOWNS  
HEAT TRANSFERABLE HOSPITAL LOGO  
HEAT TRANSFER MACHINE (STAMP MACHINE)  
LINEN CARTS  
LINEN LAUNDERING FORMS  
MARKING PEN  
MASKS  
SCALES

REFERENCES:

AFM 67-1, VOL V, CHAP 27  
AFR 168-4  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

CLEAN/SOILED LINEN AREA  
WORK ENVIRONMENT (HOSPITAL, CLINIC)

CUES:

RECEIPT OF LINEN  
CUSTOMER REQUEST

STANDARDS:

IAW REFERENCES

**ACTIVITIES:**

A COORDINATE LINEN REQUIREMENT WITH CUSTOMER AND LAUNDERER  
 A ESTABLISH CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN (I0382)  
 A PICK UP OR DELIVER LINEN TO USING ACTIVITIES (I0392)  
 A SEGREGATE CONTAMINATED LINEN (I0393)  
 A SORT LAUNDRY (I0394)  
 A COUNT OR WEIGH LINEN (I0378)  
 A INSPECT LINEN FOR SERVICEABILITY (I0385)  
 A PATCH OR REPAIR LINEN  
 A TRANSFER HOSPITAL LOGO  
 A MARK LINEN WITH MARKER OR STAMP MACHINE  
 A DYE OR TURN-IN UNSERVICEABLE LINEN (I0381)  
 A PICK UP AND DELIVER LINEN TO LAUNDRY (I0391)  
 A COMPLETE FORMS FOR LINEN LAUNDERING (I0373)  
 A COMPLETE AND PROCESS LAUNDRY BILLINGS (I0376)  
 A DISINFECT LINEN CARTS (I0379)  
 A MAINTAIN LINEN EQUIPMENT (I0389)  
 A INVENTORY LINEN ITEMS, AS REQUIRED (I0386)  
 A WEAR MASKS

**SKILLS:**

S OPERATE CALCULATOR  
 S OPERATE GOVERNMENT VEHICLES  
 S OPERATE HEAT TRANSFER MACHINE  
 S OPERATE SCALE  
 S USE DISINFECTANT ITEMS (GLOVES, GOWNS, MASKS)  
 S USE DYES  
 S USE LINEN CARTS  
 S USE MARKING PEN

**KNOWLEDGE:**

K ANNOTATE LINEN LAUNDERING FORMS  
 K APPLY CUSTOMER RELATIONS TECHNIQUES  
 K APPLY INFECTION CONTROL PROCEDURES  
 K APPLY MATHEMATICAL SKILLS  
 K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
I0373	1.40	7	6	6	5	3.78	2
I0376	1.14	3	3	5	6	5.17	2
I0378	1.29	7	6	7	4	3.48	2
I0379	1.29	1	2	2	2	3.17	2
I0381	1.03	1	2	2	2	2.93	1
I0382	1.67	3	3	4	5	4.37	2
I0385	1.41	4	4	5	5	3.42	2
I0386	1.43	5	4	4	4	3.77	2

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
I0389	.80	3	2	2	4	3.67	2
I0391	1.00	6	4	3	1	3.22	2
I0392	1.16	7	6	5	3	3.26	2
I0393	1.34	3	3	3	1	3.87	2
I0394	.83	1	2	2	1	3.33	2

**USAF JOB INVENTORY TASK STATEMENTS:**

I0373 COMPLETE FORMS FOR LINEN LAUNDERING  
 I0376 COMPUTE AND PROCESS LAUNDRY BILLINGS  
 I0378 COUNT OR WEIGH LINEN  
 I0379 DISINFECT LINEN CARTS  
 I0381 DYE UNSERVICEABLE LINEN  
 I0382 ESTABLISH CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND  
 DIRTY LINEN  
 I0385 INSPECT LINEN FOR SERVICEABILITY  
 I0386 INVENTORY LINEN ITEMS  
 I0389 MAINTAIN LINEN EQUIPMENT  
 I0391 PICK UP DELIVER LINEN TO LAUNDRY  
 I0392 PICK UP OR DELIVER LINEN TO USING ACTIVITIES  
 I0393 SEGREGATE CONTAMINATED LINEN  
 I0394 SORT NONLAUNDRY ITEMS IN LAUNDRY RECEIVED FROM USING  
 ACTIVITIES

TASK NUMBER: 00100

TASK STATEMENT:

COMPLETE LINEN HANDLING PROCEDURES

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

AF FORM 581  
CALCULATOR  
HEAT TRANSFERABLE HOSPITAL LOGO  
HEAT TRANSFER MACHINE (STAMP MACHINE)  
MARKING PEN  
MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 67-1, VOL V, CHAP 27  
AFR 168-4  
LOCAL LINEN CONTROL OPERATING INSTRUCTIONS  
MANUFACTURER'S MANUAL

CONDITION:

LINEN AREA  
TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

PERSONNEL EXCHANGING HOSPITAL CLOTHING ITEMS OR LINEN

CONSTRAINTS:

MEDLOG COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A ESTABLISH LINEN LEVELS (I0383)  
A COMPLETE AF FORM 581 (F0159)  
A MARK LINEN (I0390)  
A TRANSFER HOSPITAL LOGO

**ACTIVITIES:**

A EXCHANGE HOSPITAL PERSONNEL CLOTHING ITEMS (I0384)  
A ISSUE RAGS (I0388)  
A ISSUE OR SALVAGE HOSPITAL UNIFORMS (I0387)  
A REORDER LINEN AS REQUIRED  
A PERFORM SEMI-ANNUAL INVENTORIES  
A ANALYZE RESULTS OF SEMI-ANNUAL INVENTORY

**SKILLS:**

S OPERATE CALCULATOR  
S OPERATE HEAT TRANSFER MACHINE  
S OPERATE MEDLOG COMPUTER SYSTEM  
S USE MARKING PEN

**KNOWLEDGE:**

K ANNOTATE AF FORM 581  
K APPLY MATHEMATICAL SKILLS  
K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0159	.23	2	2	1	1	4.33	2
I0383	1.66	2	2	4	6	4.73	2
I0384	1.40	5	7	8	4	3.49	2
I0387	1.16	7	7	6	4	3.52	2
I0388	.90	3	3	2	2	2.95	1
I0390	1.21	5	3	3	2	3.27	2

**USAF JOB INVENTORY TASK STATEMENTS:**

F0159 COMPLETE AF FORM 581 (MEDICAL LINEN SUPPLY RECORD)  
I0383 ESTABLISH LINEN LEVELS  
I0384 EXCHANGE HOSPITAL PERSONNEL CLOTHING ITEMS  
I0387 ISSUE OR SALVAGE HOSPITAL UNIFORMS  
I0388 ISSUE RAGS  
I0390 MARK LINEN OR INDIVIDUAL CLOTHING ITEMS

**TASK NUMBER:** 00101

**TASK STATEMENT:**

ASSIGN MANUAL TRANSACTION DOCUMENT NUMBERS (F0151)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

INFORMAL DOCUMENT REGISTER  
SOURCE DOCUMENTS

**REFERENCES:**

AFM 67-1, VOL V, CHAP 4  
AFM 67-1, VOL V, CHAP 23  
AFM 167-230, SEC 4

**CUES:**

SYSTEM DOWN AT TIME OF ORDER OR TURN IN OF MATERIEL  
SYSTEM DOWN AT TIME OF CUSTOMER REQUEST

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A IDENTIFY APPROPRIATE DOCUMENT BLOCK  
A ASSIGN A DOCUMENT NUMBER (F0151)  
A ANNOTATE DOCUMENT NUMBER TO SOURCE DOCUMENTS  
A LOG DOCUMENT NUMBER IN LOG BOOK

**KNOWLEDGE:**

K ANNOTATE INFORMAL DOCUMENT REGISTER  
K ANNOTATE SOURCE DOCUMENTS  
K APPLY ASSIGNMENT OF DOCUMENT NUMBER PROCEDURES  
K APPLY TECHNICAL DATA

RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0151	4.64	27	33	40	47	3.85	12

USAF JOB INVENTORY TASK STATEMENTS:

F0151 ASSIGN MANUAL TRANSACTION DOCUMENT NUMBERS

**TASK NUMBER:** 00102

**TASK STATEMENT:**

MAINTAIN COMMISSARY ACCOUNT (F0197)

**TASK NOTES:**

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

GOVERNMENT VEHICLES  
SUBSISTENCE FORMS  
TYPEWRITER

**REFERENCES:**

LOCAL OI  
MANUFACTURER'S MANUAL

**CUES:**

CUSTOMER REQUEST

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A DETERMINE APPROPRIATE FUND CITATION  
A IDENTIFY COMMISSARY AS SOURCE  
A ESTABLISH ACCOUNT WITH COMMISSARY FOR THE CUSTOMER  
A COMPLETE SUBSISTENCE FORMS  
A PROCESS FORM THROUGH APPROPRIATE AGENCIES  
A PICK UP ITEMS FROM COMMISSARY  
A DELIVER ITEMS TO CUSTOMER  
A DISTRIBUTE SUBSISTENCE FORMS  
A FILE FORMS



**SKILLS:**

S OPERATE GOVERNMENT VEHICLES  
S OPERATE TYPEWRITER

**KNOWLEDGE:**

K ANNOTATE FORMS  
K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY FILING TECHNIQUES  
K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0197	.67	3	4	5	11	4.35	2

**USAF JOB INVENTORY TASK STATEMENTS:**

F0197 MAINTAIN COMMISSARY ACCOUNT

TASK NUMBER: 00103

TASK STATEMENT:

RESPOND TO CUSTOMER INQUIRIES (F0237)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

APPROPRIATE LISTINGS  
MONTHLY MEDICAL MATERIEL TRANSACTION REGISTER (Y24)  
MEDLOG COMPUTER SYSTEM

REFERENCES:

AFM 167-230, SEC 30  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

CUSTOMER REQUEST

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A DETERMINE TYPE INQUIRY BASED ON REQUEST  
A INPUT SELECTED INQUIRY (F0211, F0213)  
A READ INQUIRY SCREEN ON COMPUTER  
A RESEARCH APPROPRIATE LISTING BASED UPON CUSTOMER INQUIRY, IF  
REQUIRED  
A COORDINATE INFORMATION WITH CUSTOMER  
A DETERMINE IF MORE INQUIRIES ARE REQUIRED  
A RESEARCH UNTIL CUSTOMER'S INQUIRY IS ANSWERED

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES

K APPLY TECHNICAL DATA

K IDENTIFY APPROPRIATE LISTINGS

K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0211	4.74	56	64	69	68	3.03	18
F0213	4.89	59	67	70	68	3.31	18
F0237	3.86	30	37	45	55	5.35	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0211 PERFORM OPERATING BALANCE INQUIRIES

F0213 PERFORM TRANSACTION HISTORY INQUIRIES

F0237 RESPOND TO CUSTOMER INQUIRIES OTHER THAN DUE-IN INQUIRIES  
OR ITEM CANCELLATIONS

**TASK NUMBER:** 00104

**TASK STATEMENT:**

RESOLVE REQUISITION TROUBLE LIST, PART I (X17)

**TASK NOTES:**

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL  
3-SKILL LEVELS MAY PERFORM THE RESEARCH PORTION OF THIS TASK,  
BUT WOULD NOT RESOLVE THE PROBLEMS AS THIS TAKES TIME AND  
EXPERIENCE.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

BCAS  
MEDLOG COMPUTER SYSTEM  
REQUISITION TROUBLE LIST, PART I (X17)

**REFERENCES:**

AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

DAILY RECEIPT OF X17, PART I

**CONSTRAINTS:**

BCAS IS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

## ACTIVITIES:

- A REVIEW X17 PART I FOR INVALID STATUS (F0233, F0234)
- A IDENTIFY DUE-INS WITH INVALID STATUS
- A IDENTIFY AVAILABLE SOURCES FOR RESEARCH INFORMATION
- A RESEARCH FOLLOW-UP ACTION ON PAST DUE REQUISITIONS (F0233)
- A RESEARCH OVERDUE SHIPMENTS (F0234)
- A DETERMINE IF PRIORITY REQUISITION OR LOCAL PURCHASE IS REQUIRED
- A ANNOTATE LIST WITH REQUIRED ACTIONS
- A VERIFY LIST FOR COMPLETENESS
- A REVIEW DUE-INS FOR SUFFICIENT PRIORITIES
- A PROCESS APPLICABLE TRANSACTIONS
- A ANALYZE EOQ
- A NOTIFY CUSTOMER OF STATUS, IF NECESSARY. (FOR EXAMPLE: IF THERE IS GOING TO BE ANY TYPE OF DELAY)

## SKILLS:

- S OPERATE MEDLOG COMPUTER SYSTEM
- S USE BCAS

## KNOWLEDGE:

- K APPLY CUSTOMER RELATIONS TECHNIQUES
- K APPLY TECHNICAL DATA
- K INTERPRET REQUISITION TROUBLE LIST, PART I (X17)
- K INTERPRET STATUS CODES

## RELATED OCCUPATIONAL SURVEY DATA:

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0233	5.23	35	40	47	51	5.05	12
F0234	5.10	35	37	42	46	5.27	12

## USAF JOB INVENTORY TASK STATEMENTS:

- F0233 RESEARCH FOLLOW-UP ACTIONS ON PAST-DUE REQUISITIONS
- F0234 RESEARCH OVERDUE SHIPMENTS

**TASK NUMBER:** 00105

**TASK STATEMENT:**

RESOLVE REQUISITION TROUBLE LIST, PART II (X17)

**TASK NOTES:**

BCAS IS CONTROLLED BY BASE CONTRACTING OFFICE AND ACCESSED BY  
MEDICAL SUPPLY PERSONNEL  
3-SKILL LEVELS MAY PERFORM THE RESEARCH PORTION OF THIS TASK,  
BUT WOULD NOT RESOLVE THE PROBLEMS AS THIS TAKES TIME AND  
EXPERIENCE.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

BCAS  
MEDLOG COMPUTER SYSTEM  
REQUISITION TROUBLE LIST, PART II (X17)

**REFERENCES:**

AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

DAILY RECEIPT OF X17, PART II

**CONSTRAINTS:**

BCAS IS UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW X17, PART II FOR INVALID STATUS (F0233, F0234)  
A IDENTIFY DUE-INS WITH INVALID STATUS  
A CONTACT SUPPLY SOURCE FOR STATUS  
A DETERMINE WHAT STATUS NEEDS TO BE LOADED  
A ANNOTATE LIST WITH STATUS TO BE LOADED  
A PROCESS TRANSACTIONS TO LOAD STATUS  
A VERIFY LIST FOR COMPLETENESS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM  
S USE BCAS

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K INTERPRET REQUISITION TROUBLE LIST, PART II (X17)  
K INTERPRET STATUS CODES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0233	5.23	35	40	47	51	5.05	12
F0234	5.10	35	37	42	46	5.27	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0233 RESEARCH FOLLOW-UP ACTIONS ON PAST-DUE REQUISITIONS  
F0234 RESEARCH OVERDUE SHIPMENTS

TASK NUMBER: 00106

TASK STATEMENT:

RESOLVE REQUISITION TROUBLE LIST, PART III (X17)

TASK NOTES:

3-SKILL LEVELS MAY PERFORM THE RESEARCH PORTION OF THIS TASK,  
BUT WOULD NOT RESOLVE THE PROBLEMS AS THIS TAKES TIME AND  
EXPERIENCE.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	X	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM  
REQUISITION TROUBLE LIST, PART III (X17)

REFERENCES:

AFM 167-230, SEC 8  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF X17, PART III

CONSTRAINTS:

LICHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A DETERMINE OVERDUE REQUISITION DATE  
A REVIEW X17, PART III FOR INVALID STATUS (F0233, F0234)  
A ENSURE MATERIEL IS NOT PHYSICALLY IN FACILITY  
A CONTACT VENDOR FOR SHIPPING VERIFICATIONS  
A INITIATE TRACER ACTIONS, IF REQUIRED



**ACTIVITIES:**

A DETERMINE IF DISCREPANCY NEEDS TO BE GENERATED (F0233)  
A ANNOTATE LIST WITH ACTION TAKEN  
A OBTAIN NEW SOURCE OF SUPPLY, IF APPROPRIATE  
A PROCESS TRANSACTIONS  
A NOTIFY CUSTOMER WHEN APPROPRIATE

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET DISCREPANT CRITERIA  
K INTERPRET REQUISITION TROUBLE LIST, PART III (X17)  
K INTERPRET SHIPPING DATES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
F0233	5.23	35	40	47	51	5.05	12
F0234	5.10	35	37	42	46	5.27	12

**USAF JOB INVENTORY TASK STATEMENTS:**

F0233 RESEARCH FOLLOW-UP ACTIONS ON PAST-DUE REQUISITIONS  
F0234 RESEARCH OVERDUE SHIPMENTS

**TASK NUMBER:** 00107

**TASK STATEMENT:**

UPDATE CONTROL FILES (00625)

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 167-230, SEC 2  
AFM 171-230  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF REQUEST FOR UPDATE

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A IDENTIFY REQUEST FOR UPDATE OF CONTROL FILES  
A LOCATE APPROPRIATE AREA IN CONTROL FILE  
A DETERMINE APPROPRIATE TIME TO COMPLETE PROCEDURES  
A CHANGE INFORMATION AS REQUIRED VIA MEDLOG

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K APPLY UPDATE PROCEDURES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
00625	3.14	5	9	13	20	5.28	7

**USAF JOB INVENTORY TASK STATEMENTS:**

00625 UPDATE CONTROL FILES

TASK NUMBER: 00108

TASK STATEMENT:

COMPLETE USING ACTIVITY STOCK STATUS REPORTS (Z24) (H0319)

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

MEDLOG COMPUTER SYSTEM  
USING ACTIVITY STOCK STATUS REPORT (Z24)

REFERENCES:

AFM 67-1, VOL V, CHAP 10  
AFM 167-230, SEC 10  
AFM 167-230, SEC 30  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

REQUEST BY ACTIVITY OR IDO CLERK

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW Z24 FOR STOCK STATUS (H0366, H0368)  
A COORDINATE WITH CUSTOMER AS TO WHICH ITEMS ARE TO BE INCLUDED  
FOR IDO (H0371)  
A DETERMINE APPROPRIATE ACTION  
A UPDATE COMPUTER WITH APPROPRIATE ACTIONS (H0338)  
A DISTRIBUTE REPORT TO APPLICABLE AGENCIES (H0330)

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES

K APPLY TECHNICAL DATA

K INTERPRET ACTIVITY STOCK STATUS REPORT (Z24)

K INTERPRET HISTORICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
H0319	2.54	4	6	10	30	6.83	7
H0330	.80	1	2	3	10	4.36	2
H0338	2.99	2	5	8	27	4.96	7
H0366	2.84	9	8	10	26	6.36	7
H0368	2.49	10	10	11	30	6.28	7
H0371	1.96	7	7	8	25	6.15	2

**USAF JOB INVENTORY TASK STATEMENTS:**

H0319 COMPLETE STOCK STATUS REPORTS

H0330 DISTRIBUTE STOCK STATUS REPORTS TO AFMLO

H0338 INPUT STOCK STATUS REPORT CHANGES

H0366 RESEARCH STOCK STATUS REPORTS

H0368 REVIEW STOCK STATUS REPORT

H0371 VERIFY STOCK STATUS REPORT

**TASK NUMBER:** 00109

**TASK STATEMENT:**

RESPOND TO MOV REQUEST

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	-	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

MEDLOG COMPUTER SYSTEM  
MOV TRANSACTION LISTING (X26)

**REFERENCES:**

AFM 67-1, VOL V, CHAP 8, ATCH B-8  
AFM 167-230, SEC 8, PARA 8.9  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF X26

**CONSTRAINTS:**

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW X26 FOR DUE-IN STATUS  
A RESEARCH EACH DUE-IN  
A COORDINATE WITH CUSTOMER IF DUE-OUT EXISTS  
A INPUT APPLICABLE TRANSACTIONS

**SKILLS:**

S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE :**

- K APPLY CUSTOMER RELATIONS TECHNIQUES
- K APPLY TECHNICAL DATA
- K IDENTIFY RESEARCH PROCEDURES
- K INTERPRET MOV TRANSACTION LISTING (X26)

TASK NUMBER: 00110

TASK STATEMENT:

MANAGE MEDICAL MATERIEL REPORTS

TASK NOTES:

MORE EXPLICIT INSTRUCTIONS ARE NEEDED FOR THE ACCOMPLISHMENT OF THIS TASK. EXISTING REFERENCES ARE VERY VAGUE AND RELY TOO MUCH ON INDIVIDUAL EXPERIENCE

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	X	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

A&F STOCK FUND TRIAL BALANCE  
BASE INVENTORY MANAGEMENT REPORT  
BMSO/BAFO FINANCIAL RECONCILIATION  
CALCULATOR  
INVENTORY STRATIFICATION REPORT  
LOCAL PURCHASE REPORT  
MEDLOG COMPUTER SYSTEM  
MEMO/BAFO FINANCIAL RECONCILIATION  
MMMR  
ON-ORDER/IN-TRANSIT LIST  
WRM PROCUREMENT FUNDS SUMMARY RECORD

REFERENCES:

AFM 67-1, VOL V, CHAP 24  
AFM 167-230, SEC 24  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

RECEIPT OF REPORTS OR AT LEAST ANNUALLY

CONSTRAINTS:

LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE



**STANDARDS:****IAW REFERENCES****ACTIVITIES:**

- A COMPARE MEMO ENDING INVENTORY W/PAGE 8 OF MMR (L0489)
- A COMPARE BMSO/BAFO FINANCIAL RECONCILIATION W/ENDING INVENTORY OF EXPANDABILITY CODE 1, 2, AND 3 AND ENDING INVENTORY OF NON-MEDICAL ASSETS (L0489)
- A REVIEW REPORTS FOR CHANGES FROM PREVIOUS REPORTS (E0137)
- A IDENTIFY OBVIOUS OR POTENTIAL DISCREPANCIES (I.E. NON-FUNDABLE ISSUES OUT OF OPERATION, REFUNDABLE ISSUES OUT OF EXCESS)
- A ANNOTATE DISCREPANCIES AS FOOTNOTES
- A ANALYZE LOCAL PURCHASE REPORTS (B0030)
- A DISTRIBUTE REPORTS, AS REQUIRED
- A INFORM BAFO OF TRANSACTIONS  
REQUIRING PROCESSING, AS REQUIRED (E0130)
- A ENSURE CORRECTIVE ACTIONS ARE TAKEN

**SKILLS:**

- S OPERATE CALCULATOR
- S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

- K APPLY MATHEMATICAL SKILLS
- K APPLY TECHNICAL DATA
- K INTERPRET LISTINGS
- K INTERPRET MANAGEMENT REPORTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
B0030	1.03	8	9	13	29	6.75	2
E0130	1.70	12	16	19	39	5.29	2
E0137	1.69	7	10	13	40	7.43	2
L0489	2.89	5	11	15	33	6.13	7

**USAF JOB INVENTORY TASK STATEMENTS:**

- B0030 ANALYZE LOCAL PURCHASE REPORTS
- E0130 INFORM BASE ACCOUNTING AND FINANCE (BAFO) OF TRANSACTIONS  
REQUIRING PROCESSING
- E0137 RECONCILE MEDICAL MATERIEL REPORTS
- L0489 COMPARE BASE ACCOUNTING AND FINANCE (BAFO) AND MEDICAL  
MATERIEL LISTINGS

**TASK NUMBER:** 00111

**TASK STATEMENT:**

FILL PATIENT NONDRUG ITEM PRESCRIPTION (M0519)

**TASK NOTES:**

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CPD COMPUTER SYSTEM (ARMY, AIR FORCE, NAVY)  
MEDLOG COMPUTER SYSTEM

**REFERENCES:**

AFM 167-230  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF PATIENT'S PRESCRIPTION

**CONSTRAINTS:**

CPD COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A VERIFY CURRENCY OF PRESCRIPTION FOR REFILLS  
A FILL PRESCRIPTION AS REQUIRED  
A ANNOTATE ON PRESCRIPTION THAT THE APPLICABLE FILL HAS BEEN  
DONE  
A RETURN FILLED PRESCRIPTION TO PATIENT  
A UPDATE COMPUTER WITH PRESCRIPTIONS THAT WERE FILLED

**SKILLS:**

S OPERATE CPD COMPUTER SYSTEM  
S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K ENSURE PATIENT PRESCRIPTION IS LEGITIMATE  
K INTERPRET PRESCRIPTION REQUIREMENTS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0519	1.07	6	6	5	2	4.37	2

**USAF JOB INVENTORY TASK STATEMENTS:**

M0519 FILL PATIENT NONDRUG ITEM PRESCRIPTIONS

**TASK NUMBER:** 00112

**TASK STATEMENT:**

PERFORM DAILY INVENTORY OF SUPPLIES IN SURGICAL STORES (M0525)

**TASK NOTES:**

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW, IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED FOR OJT PURPOSES.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CELL CART  
CPD COMPUTER SYSTEM (ARMY, NAVY, AIR FORCE)  
PICK LIST

**REFERENCES:**

LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

RECEIPT OF INVENTORY SHEET

**CONSTRAINTS:**

CPD COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A INVENTORY APPLICABLE CELLS FROM INVENTORY SHEET  
A PERFORM A QUALITY CONTROL CHECK OF ITEMS IN THE CELL  
A INPUT QUANTITIES OF ITEMS IDENTIFIED INTO COMPUTER  
A RESTOCK SURGICAL SUPPLY LEVELS USING THE PICK LIST (M0533)

**SKILLS:**

S OPERATE CPD COMPUTER SYSTEM  
S USE CELL CART

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K APPLY INVENTORY CONTROL PROCEDURES  
K INTERPRET PICK LIST

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0525	1.29	3	2	1	1	4.18	2
M0533	1.24	3	4	3	2	3.94	2

**USAF JOB INVENTORY TASK STATEMENTS:**

M0525 PERFORM DAILY INVENTORY OF SUPPLIES IN SURGICAL STORES  
M0533 RESTOCK SUPPLIES IN SURGICAL STORES

TASK NUMBER: 00113

**TASK STATEMENT:**

MAINTAIN NONDRUG ITEM PRESCRIPTION FILES (M0523)

**TASK NOTES:**

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

COPIER  
CPD COMPUTER SYSTEM (ARMY, NAVY, AIR FORCE)

**REFERENCES:**

LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER PRESCRIPTION INFORMATION NEEDS TO BE UPDATED IN CPD

**CONSTRAINTS:**

CPD COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A INITIATE CUSTOMER INFORMATION MAINTENANCE MENU  
A COPY PERTINENT INFORMATION FROM CUSTOMER PRESCRIPTION FORM TO  
CUSTOMER'S COMPUTER FILES  
A INITIATE CART MAINTENANCE MENU  
A SELECT NUMBER ONE (CART INFORMATION MAINTENANCE)

**ACTIVITIES:**

A ENTER APPLICABLE DATA FOR CART  
A SELECT NUMBER TWO (UPDATE CART STOCKAGE ITEMS)  
A ENTER APPLICABLE DATA FOR PRESCRIPTION ISSUE  
A PRINT ISSUE SHEET  
A MAKE ADDITIONAL COPIES OF INVENTORY SHEET FOR PATIENT

**SKILLS:**

S OPERATE COPIER  
S OPERATE CPD COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0523	.79	5	4	3	2	4.25	2

**USAF JOB INVENTORY TASK STATEMENTS:**

M0523 MAINTAIN NONDRUG ITEM PRESCRIPTION FILES

TASK NUMBER: 00114

**TASK STATEMENT:**

PERFORM INVENTORY OF CPD SUPPLIES TO DETERMINE MATERIEL  
RESTOCK REQUIREMENTS (M0527)

**TASK NOTES:**

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CART INVENTORY BACK-UP LIST  
CART RESTOCK LIST  
CELL CART  
CPD COMPUTER SYSTEM (ARMY, NAVY, AIR FORCE)

**REFERENCES:**

AFM 67-1, VOL V  
LOCAL OI  
MANUFACTURER'S MANUAL

**CUES:**

DAILY INVENTORY NEEDS TO BE PERFORMED

**CONSTRAINTS:**

CPD COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A REVIEW BULLETIN BOARD FOR INVENTORY ASSIGNMENTS  
A PULL CART INVENTORY BACK-UP LIST FOR ASSIGNED AREAS  
A PERFORM INVENTORY OF ASSIGNED AREA TO IDENTIFY POTENTIAL  
SHORTAGES AND EXPIRATION DATES (M0534, M0535)



**ACTIVITIES:**

A PULL ITEMS FROM STOCK USING CART RESTOCK LIST  
A INPUT QUANTITY COUNTS OF ASSIGNED AREAS (CELLS) INTO COMPUTER  
A RESTOCK APPLICABLE CELLS

**SKILLS:**

S OPERATE CPD COMPUTER SYSTEM  
S USE CELL CART

**KNOWLEDGE:**

K APPLY TECHNICAL DATA  
K INTERPRET CART RESTOCK LIST  
K INTERPRET CART INVENTORY BACK-UP LIST

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0527	1.53	5	6	5	3	4.41	2
M0534	1.17	5	3	2	1	4.00	2
M0535	1.16	5	5	4	2	4.03	2

**USAF JOB INVENTORY TASK STATEMENTS:**

M0527 PERFORM INVENTORY OF CPD SUPPLIES TO DETERMINE MATERIEL  
RESTOCK REQUIREMENTS  
M0534 REVIEW DATES ON CPD LOCALLY PROCESSED DATED ITEMS  
M0535 REVIEW EXPIRATION DATES ON CPD DISPOSABLE SUPPLIES

**TASK NUMBER:** 00115

**TASK STATEMENT:**

PROCESS ROUTINE OVER-THE-COUNTER MEDICAL AND NONMEDICAL CPD  
SUPPLY REQUESTS (M0530, M0531)

**TASK NOTES:**

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

**TRAINING RECOMMENDATIONS:**

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

**EQUIPMENT, TOOLS, SUPPLIES:**

CPD COMPUTER SYSTEM (ARMY, NAVY, AIR FORCE)  
PRESCRIPTION SHEET/ORDER LIST  
STOCK ROOM ITEM LISTING (PT2)

**REFERENCES:**

AFM 67-1, VOL V  
LOCAL OI  
MANUFACTURER'S MANUAL

**CONDITION:**

TEMPERATURE-CONTROLLED ENVIRONMENT

**CUES:**

CUSTOMER REQUEST

**CONSTRAINTS:**

CPD COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

A ACQUIRE ORDER LIST AND PRESCRIPTION FROM CUSTOMER  
A IDENTIFY ITEMS REQUIRED  
A IDENTIFY STOCK ROOM LOCATION USING THE STOCK ROOM ITEM LISTING  
(PART 2)  
A PULL ITEMS FROM SHELVES  
A PROCESS ISSUE TRANSACTION ON CPD SYSTEM  
A ISSUE ITEMS TO CUSTOMER (M0522)

**SKILLS:**

S OPERATE CPD COMPUTER SYSTEM

**KNOWLEDGE:**

K APPLY CUSTOMER RELATIONS TECHNIQUES  
K APPLY TECHNICAL DATA  
K INTERPRET LISTINGS

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0522	1.43	7	7	6	3	4.15	2
M0530	1.09	5	5	4	3	3.98	2
M0531	.90	4	4	2	3	3.88	2

**USAF JOB INVENTORY TASK STATEMENTS:**

M0522 ISSUE CPD COMMON-USE SUPPLIES  
M0530 PROCESS ROUTINE OVER-THE-COUNTER MEDICAL CPD SUPPLY  
REQUESTS  
M0531 PROCESS ROUTINE OVER-THE-COUNTER NONMEDICAL CPD SUPPLY  
REQUESTS

TASK NUMBER: 00116

TASK STATEMENT:

ORDER CPD SUPPLIES (MO524)

TASK NOTES:

ALTHOUGH PERCENT MEMBERS PERFORMING THIS TASK IS EXCEPTIONALLY LOW,  
IT IS INCLUDED AT THE REQUEST OF PERSONNEL INTERVIEWED TO BE USED  
FOR OJT PURPOSES.

TRAINING RECOMMENDATIONS:

	RESIDENT COURSE	CDC	OJT	MISC	MISC	MISC	MISC
3-SKILL LEVEL	-	-	-	-	-	-	-
5-SKILL LEVEL	-	-	X	-	-	-	-
7-SKILL LEVEL	-	-	X	-	-	-	-

EQUIPMENT, TOOLS, SUPPLIES:

CALCULATOR  
CPD COMPUTER SYSTEM (ARMY, NAVY, AIR FORCE)  
CONSOLIDATED DUE-IN REPORT  
MEDLOG COMPUTER SYSTEM  
REPLENISHMENT LIST  
SEVERE WARNING MESSAGES  
STOCK ROOM ITEM LISTING  
ZERO BALANCE LISTINGS

REFERENCES:

AFM 67-1, VOL V  
AFM 167-230  
LOCAL OI  
MANUFACTURER'S MANUAL

CONDITION:

TEMPERATURE-CONTROLLED ENVIRONMENT

CUES:

SHORTAGES IN STOCK

CONSTRAINTS:

CPD COMPUTER SYSTEM UNAVAILABLE  
LIGHTNING WITHIN 3-5 MILES  
MEDLOG COMPUTER SYSTEM UNAVAILABLE

**STANDARDS:**

IAW REFERENCES

**ACTIVITIES:**

- A ASSEMBLE APPLICABLE LISTINGS AND REPORTS
- A ACQUIRE SEVERE WARNING MESSAGES AND VERIFY WITH A SHELVING COUNT
- A REVIEW REPLENISHMENT LIST FOR VALIDITY
- A USE DUE-IN LISTING TO VERIFY ALL DUE-INS ARE IN MEDLOG SYSTEM
- A CONSOLIDATE ALL REQUISITIONS FROM APPLICABLE LISTINGS AND WORKING AREAS
- A CANCEL ANY DUE-INS NOT VERIFIED IN MEDLOG SYSTEM
- A CANCEL DUE-OUTS TO ACTIVITIES
- A DELETE ITEMS THAT HAVE DUE-INS
- A ADJUST QUANTITIES TO UNIT-OF-MEASURE
- A PROCESS ISSUE REQUEST IN MEDLOG SYSTEM
- A DELETE ITEMS NOT ORDERED FROM REPLENISHMENT LIST IN CPD SYSTEM
- A PLACE RECEIVED ITEMS IN CPD STORAGE LOCATIONS USING STOCKROOM ITEM LISTINGS (M0529)

**SKILLS:**

- S OPERATE CALCULATOR
- S OPERATE CPD COMPUTER SYSTEM
- S OPERATE MEDLOG COMPUTER SYSTEM

**KNOWLEDGE:**

- K APPLY MATHEMATICAL SKILLS
- K APPLY TECHNICAL DATA
- K INTERPRET LISTINGS
- K INTERPRET REPORTS AND MESSAGES

**RELATED OCCUPATIONAL SURVEY DATA:**

DUTY/ TASK	TNG EMP	1ST JOB	1ST ENL	5 LVL	7 LVL	TSK DIF	ATI
M0524	1.44	3	3	4	2	4.45	2
M0529	.96	7	7	5	4	3.85	2

**USAF JOB INVENTORY TASK STATEMENTS:**

- M0524 ORDER CPD SUPPLIES
- M0529 PLACE ITEMS IN CPD STORAGE LOCATIONS

# APPENDIX A ABBREVIATION/ACRONYM LIST

The following is a list of abbreviations and acronyms that are common to the 915X0 career ladder. Those listed are the majority used in this task analysis. There may be others that are used within this career ladder, but we've only listed those that are actually contained in this TRA.

ABBREVIATIONS/ ACRONYMS	DEFINITION
A&F	Accounting and Finance
AAM	Allowance Authorization Memo
AFMLL	Air Force Medical Logistics Letter
AFMLO	Air Force Management Logistics Office
AFOMS	Air Force Office of Medical Services
AMDL	Air Force Management Logistics Office Master Data Listings
AP	Application Processor
BAFO	Base Accounting and Finance Office
BCAS	Base Contracting Automated System
BDO	Blanket Delivery Order
BMSO	Base Medical Supply Office
BPA	Blanket Purchase Agreement
CP	Control Processor
CPD	Central Processing Distribution
DBMS	Department of Base Medical Services
DEA	Drug Enforcement Agency
DLA	Defense Logistics Agency
DP	Data Processor
DPS	Data Processing Station
DPSC	Defense Personnel Support Center
DRMO	Defense Redistribution and Marketing Office
EOD	End-of-Day
EOFY	End-of-Fiscal Year
EOM	End-of-Month
EOQ	Economic Order Quantities
EOY	End-of-Year
ERAA	Equipment Review Authorization Allowance
FDA	Federal Drug Administration
FEDLOG	Federal Logistics
GSA	General Service Administrative
HSMI	Health Services Medical Inspection
IDB/IDI	Due-in Balance/Inquire Due-in
IDO	Internal Distribution Organization
LP	Local Purchase
LPD	Local Purchase Demand
MCRL	Medical Cross-Reference List
MDSF	Medical or Dental Stock Fund

**ABBREVIATIONS/  
ACRONYMS**

**DEFINITION**

MEDCATS	Medical Catalogs
MEDLOG	Medical Logistics
MEMO	Medical Equipment Management Office
MER	Medical Equipment Repair
MHE	Materiel Handling Equipment
MMMR	Medical Materiel Management Report
MOPLAN	Mobility Plan
MOV	Medical Obligation Validation
MRA	Maximum Repair Allowance
NDC	National Drug Code
NRDI	Non-Rotatable Dated Item
O&M	Organizational and Maintenance
OI	Operating Instructions
PARS	Periodic Auto Resupply System
PFMR	Project Fund Management Report
PWS	Performance of Work Statement
QA	Quality of Assurance
QAE	Quality Assurance Evaluation
QC	Quality Control
RC/CC	Resource Center/Cost Center
RMO	Resource Management Office
ROD	Report of Discrepancy
SN	Stock Number
SOS	Source of Supply
SOWS	Standard of Work Statements
SSC	Standard Systems Center
TA	Table of Allowances
TCN	Transaction Control Number
UI	Unit-of-Issue
WRM	War Reserve Materiel